

CS 458 - A Few Important Points re: Project Teams

last modified: 2017-09-21 (also included in the Project Handout)

- At ANY time during the semester, if any student or team has serious issues with a team member, please bring them to my attention as soon as possible.
- (slightly adapted from Cashman and Eschenbach's ENGR 111 Team Contract Guidelines): There will be **NO illegal activity** during any team meetings or team working sessions.
 - Illegal activity includes, but is **not** limited to, underage drinking and illicit drug use.
 - This rule **must** be enforced **regardless** of whether the meeting takes place on or off campus.
 - The team must notify me **immediately** (or by the next class meeting) if a violation of this rule occurs and the offending team member will be removed from the team and assigned a **0** for the entire course project.
- NOTE that it is each team member's responsibility to, if at all possible, contact all of the other team members if they are going to be late for or are going to miss a team meeting (whether that meeting is during scheduled CS 458 class time or outside of it).
 - The team should discuss and agree to the means for such notifications (e-mail? text? etc.)
- Here is good advice for teams, from <http://www.ece.rutgers.edu/~marsic/Teaching/SE/projects.html>:
 - "Saying that "nobody asked me to do this or that," or, "I did everything that I was asked to do" is an **unacceptable** excuse.
 - Each team member should be **proactive** and not wait passively to be assigned responsibilities.
 - Do not ask others what should be done; rather, take initiative and suggest what should be done to make your project successful.
 - Take every opportunity to redistribute and/or rotate the responsibilities, make your personal suggestions be heard!
 - Many times defining the problem and determining what needs to be done is more difficult than actually doing it. Hence, problem defining and task assignment must be contributed to by all team members, rather than by the team leader alone."
- It will be each team member's responsibility to keep track of their contributions to the project. You will be expected to submit a list of these at some point (or points).
- Note that peer evaluations will be required at several points during the semester. Your thoughtful participation in these will also be part of your project grade.

Required Team Meeting Reports

- Note that, when class time is provided for team meetings, teams are expected to meet during **all** of the provided class time (members aren't to leave before class time is over, work on other course work, etc)
- **Except** for meetings that take place during class time, team meetings can be with members physically in the same place, or virtual (with the help of tools such as Google Hangouts, for example)
- A team's grade may be affected if teams do not meet regularly or if team meeting reports are not completed as specified below.
- For **each** team meeting, the team is expected to include the appropriate "official" team meeting report based

on the type of meeting, meeting the specifications given below.

- For **each** sprint, within your project's GitHub project directory, create a directory `sprint-X` (where X is the number of this sprint).

WITHIN each directory `sprint-X`, create a sub-directory `team-meetings`

Place all team meeting reports for a sprint within the `team-meetings` sub-directory as noted below.

Sprint Planning Meeting

- This starts each sprint, and so you should have one Sprint Planning Meeting report for each project sprint
- In your sprint's `team-meetings` sub-directory, create a sub-directory `sprint-plan`, and put **all** of the pieces described below in this subdirectory
- Include, in an obviously-named file or directory, a **snapshot of your Product Backlog List (PBL)** as it ended up after its review during this sprint's Sprint Planning Meeting;
 - make sure it somehow includes an **ordered, complete** list of your user stories at this point
- Include, in an obviously-named file or directory, your **Sprint Backlog List (SBL)** as of the end of this sprint's Sprint Planning Meeting;
 - make sure it somehow includes an **ordered** list of those user stories you are planning to implement during this sprint
- Include a report with file name `sprint-plan.pdf` or `sprint-plan.txt`, which contains at least the following:
 - the Sprint Planning Meeting's **date, start time, and end time**
 - a list of the names of the **team members in attendance**
 - the **length** and **deadline** determined for this sprint
 - for *each* team member, **how many hours** that team member said they would be available during this sprint
 - the **total capacity**, then, for user stories during this sprint (in hours)
 - the **type, date, and time** for the planned **next** meeting
 - the statement that "The information in this `sprint-plan` directory is accurate, to the best of my knowledge", followed by each attending team member's signed or typed name

[It will be considered a **serious breach of ethics** if this team meeting report is "signed" by a member who did not attend or who does not agree that the information in this directory is accurate, to the best of their knowledge.]
- Include a copy of something from the client (such as an e-mail, for example) saying that they have been consulted and are OK with this SBL's set of user stories for this sprint

Daily Scrum meetings

- These are not necessarily daily in this academic setting, but the more frequent they are during each sprint, the better. They should certainly occur multiple times per week during a sprint.
 - recall that these should be no longer than 15 minutes (hard limit) each

- So, you should have multiple Daily Scrum meeting reports per sprint.
- In your sprint's `team-meeting` sub-directory, create a sub-directory `daily-scrums`, and put all of the Daily Scrum meeting's reports in this subdirectory, each with the name `daily-scrum-YYYY-MM-DD.pdf` or `daily-scrum-YYYY-MM-DD.txt`
- Each Daily Scrum meeting's report should contain at least the following:
 - the Daily Scrum meeting's **date**, **start time**, and **end time**
 - a list of the names of the **team members in attendance**
 - for *each* attending team member, their THREE ITEM report:
 - * what they DID since the last Daily Scrum,
 - * what they are HOPING TO DO by the next Daily Scrum,
 - * any BLOCKS in their way
 - the **type**, **date**, and **time** for the planned **next** meeting
 - the statement that "The information in this report is accurate, to the best of my knowledge", followed by each attending team member's signed or typed name

[It will be considered a **serious breach of ethics** if this team meeting report is "signed" by a member who did not attend or who does not agree that the information in these is accurate, to the best of their knowledge.]

Sprint Review

- This occurs at the end of each sprint, when teams demonstrate what they have built during the sprint and get feedback from the client
- Include a report with file name `sprint-review.pdf` or `sprint-review.txt`, which contains at least the following:
 - the Sprint Review's **date**, **start time**, and **end time**
 - a list of the names of the **team members in attendance**
 - whether the client gave a **thumbs up** or **thumbs down** for this sprint's iteration
 - also include any suggestions or critiques from the client
 - the statement that "The information in this report is accurate, to the best of my knowledge", followed by each attending team member's signed or typed name

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Sprint Retrospective

- This occurs after the Sprint Review at the end of each sprint
- In your sprint's `team-meeting` sub-directory, create a sub-directory `sprint-retro`, and put **all** of the pieces described below in this subdirectory
- Include, in an obviously-named file or directory, your **Sprint Backlog List** (SBL) as of the end of this sprint's

Sprint Retrospective

- make sure it somehow indicates which user stories from the SBL were actually implemented during this sprint, and which were not implemented
- Include, in an obviously-named file or directory, some depiction of the Sprint Retrospective's list of what was good/pros from this sprint
- Include, in an obviously-named file or directory, some depiction of the Sprint Retrospective's list of what could have been better from this sprint
- Include, in an obviously-named file or directory, some depiction of the Sprint Retrospective's list of suggested actions to correct what didn't go so well
- Include a report with file name `sprint-retro.pdf` or `sprint-retro.txt`, which contains at least the following:
 - the Sprint Retrospective's **date**, **start time**, and **end time**
 - a list of the names of the **team members in attendance**
 - any other discussion, brainstorming, etc. that you wish to include in addition to the separate depictions of what was good, what could have been better, and what actions to correct what didn't go so well
 - the statement that "The information in this `sprint-retro` directory is accurate, to the best of my knowledge", followed by each attending team member's signed or typed name

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Miscellaneous meetings

- The team may meet for other purposes during a sprint, perhaps to discuss issues that have arisen in more depth, perhaps to simply work together.
- A team might not have any miscellaneous meetings during a sprint; a team might have several such meetings.
- IF you have any miscellaneous meetings during a sprint:

In your sprint's `team-meeting` sub-directory, create a sub-directory `misc-meetings`, and put all of the miscellaneous team meeting reports in this subdirectory, each with the name `misc-meet-YYYY-MM-DD.pdf` or `misc-meet-YYYY-MM-DD.txt`
- Each miscellaneous team meeting report should contain at least the following:
 - the meeting's **date**, **start time**, and **end time**
 - a list of the names of the **team members in attendance**
 - a **brief discussion/summary/list of topics** discussed or worked on
 - the **type**, **date**, and **time** for the planned **next** meeting
 - the statement that "The information in this report is accurate, to the best of my knowledge", followed by each attending team member's signed or typed name

[It will be considered a **serious breach of ethics** if a team meeting report is "signed" by a member who did not attend or who does not agree that the information in that report is accurate, to the best of their knowledge.]