CSE 403: Software Engineering
Autumn 2013

Project Overview (version ~~2~~ 3, updated 2013 ~~October 24~~ November 18)

The overall scope of your team's project currently includes the following deliverables and graded items. The instructor reserves the right to change or adjust phases and/or deadlines if necessary.

Phase	Description	Due Date
Phase 0	Proposal	Already done
Phase 1a	Team Organization	Noon, Fri. October 11
Phase 1b	Requirements	Noon, Fri. October 18
Phase 1c	User Interface	Noon, Fri. October 18
Phase 2a	Project Logistics & Zero-Feature Release	~~Noon~~ 11:30PM, Fri. October 25
Phase 2b	Design	~~Noon~~ 11:30PM, Fri. ~~October 25~~ November 1
Phase 3a	Alpha Version	~~Noon~~ 11:30PM, Fri. November 8
~~Phase 3b~~	~~Testing #1~~	~~Noon 11:30PM, Fri. November 8~~
Phase 4a	Beta Version	~~Noon~~ 11:30PM, ~~Fri~~. Sat. November ~~22~~ 23
Phase 4b	Beta Demo	In class, Mon. Nov. 25 and Wed. Nov 27
Phase ~~4b~~ 4c	Testing ~~#2~~ #1	~~Noon~~ 11:30PM, ~~Fri~~. Wed. November ~~22~~ 27
Phase 5a	Version 1	~~Noon~~ ~~11:30PM,~~ 5:00PM ~~Wed~~. Fri. December ~~4~~ 6
Phase 5b	Testing ~~#3~~ #2	~~Noon~~ ~~11:30PM,~~ 5:00PM ~~Wed~~. Fri. December ~~4~~ 6

Part of your grade for each phase will come from performing following activities:

- In-person meetings with cse403 staff
  - At least once per each phase 1–5 (one or more meeting *per group*)
- Peer evaluation surveys
  - Once during each phase 1–5 (one submission *per person*)
- Weekly progress posts
  - Every Sunday by 11:30pm (one post *per group*)

Specifications for future phases will describe expectations for those phases in detail.

(Potential) Specification Changes

Part of the nature of software engineering is that things can (and often do) change while you are in the middle of a project. We reserve the right to amend or alter any contents of this document, or any other documents, during the quarter. If any such changes are made, they will be posted and announced clearly to everyone.

2013 October 24 changes to this document:

- Altered due times from noon to 11:30PM for Phases 2, 3, 4, 5
- Altered due date for Phase 2b, Design, from October 25 to November 1
- Corrected "430" to "403" within entire document
- Clarified per-phase "meetings with cse403 staff"
  - What constitutes a "meaningful" in-person interaction with the staff?
  - What is the role of a team liaison?
  - When can we meet with staff?
- Clarified peer evaluation format
- Clarified difference between "team meeting" and "meeting with staff"

Meetings with cse403 Staff (at least 1 per phase)

Part of your grade comes from having a **meaningful** in-person interaction (meeting) with the "customer" and/or "coach" (cse403 staff) before a phase is due to show your progress, ask questions, get feedback, and generally make sure you are on the right track.

In-person meetings allow us to get a better feel for team dynamics and ask questions interactively.

[SOFTWARE] Some ways to show your progress (not an exhaustive list):

- Give a demo of your software project
- Show issues tracking in GitHub (or other issue tracker) with items that have been "closed"
  - Bugs that have been resolved
  - Tasks that have been completed
  - Answers that have been found for outstanding questions (perhaps the conclusion of some research)
- Identify or quantify what has been done and what is still left to do
  - Are you on schedule with how far along you think you ought to be in order to finish the project?
  - If you are behind schedule, what is likely to be left out?

Some things to ask questions about (not an exhaustive list):

- [PEOPLE / PROCESS] Are you having problems with:
  - Communication
  - Arguing, making decisions
  - Getting things done on time
  - Getting anything done
  - Dividing up the work
  - Setting goals
- [TOOLS] Are you having problems with:
  - Specific software tools used to manage code (Git, IDEs)
  - Specific software tools used to manage people and process (issue trackers, planners, etc.)
  - Specific languages or libraries for coding your project?
- [PROCESS] Do you have clarification questions on the current phase assignments?
- [PROJECT] Inquire whether the staff has additional requirements that are not currently taken into consideration (extra features, change of a feature, constraint on behavior, etc.)

Some ways to get feedback (not an exhaustive list, and some of these are not necessarily in-person):

- [PROJECT] Give a demo of your software project (you drive)
- [PROJECT] Set up the software project for usability testing by the staff for UI feedback
- [PROJECT / PROCESS] Set up the software project for testing of written documentation (how to install, how to perform task X, etc.)
- [PROJECT / PROCESS] Provide a rough draft of any assignment documents at least 36 hours before the deadline for high-level feedback

Your team should come prepared to discuss what has been done, what is left to do, what is likely to be left out, any current problems or risks, and some specific questions you have for the customers as the release draws near. Your **team liaison** plus at least two other team members must be present at each of these meetings.

For continuity and building a relationship with the customer, often a team will have a **designated person** act as team liaison to the customer. This cuts down on the amount of communication channels and thus manages some of the complexity of many people interacting. Additionally a consistent presence on both sides (customer and team) means that a longer-term relationship can be sustained, along with any contextual knowledge from any communications between the customer and the liaison. Pick one person to be the designated liaison or "delegate" from your team. (The liaison can be, but does not have to be, the project or tech leader. Remember to spread out responsibilities enough so that one person isn't doing the majority of the work. The other 2 persons per phase meeting can vary if desired.) We (staff) will also begin using the liaison as the designated contact person for the team when we need to send out communications to the team. It is the liaison's responsibility to pass along information to their team.

~~Your team should elicit requirements from and/or clarify requirements with the "customer" (cse403 staff). You may ask questions in lecture, by email, or on the message forum. Major turnins that do not reflect questions with the "customer" may not receive full credit. (Note: Some projects may have a primary customer outside cse403 staff, but you should still have some requirements activity involving cse403 staff.)~~

(Above elided paragraph replaced by clarification of "meaningful" in-person interaction with staff, which is not necessarily confined to the task of eliciting software project requirements.)

Ranges for dates and times available for these meetings will be announced in class and on the course web site.

Who	Where	When	Contact
Laura Campbell	CSE 350	Tuesday 10:30am - 11:30am, Wednesday 1:00pm - 2:00pm, or by appointment	campbell@cs.washington.edu
Nat Guy	CSE 220	Thursday 10:30am - 11:30am, or by appointment	natguy@cs.washington.edu
Calvin Loncaric	CSE 220	Monday 1:00pm - 2:00pm, or by appointment	loncaric@cs.washington.edu

Peer Evaluation

At the end of each "phase" of the project, each member of the team must fill out a survey about the team's progress and the contribution of each team member. This information will help us track potential team issues and make sure that everyone is contributing successfully to each project. Part of your grade will reflect whether you've filled out this survey.

Clarification: for phase 1, each person gave feedback on every person. In later phases, some teams have opted to work in smaller sub-teams, so the surveys will be adjusted to take into consideration whether or not the survey taker feels they have sufficient knowledge about another person's contribution to give meaningful feedback on that other person.

Weekly Progress Wiki Posts (can be hosted on your team's GitHub repo)

- Describe briefly your team's progress so far (what was planned versus what actually got done and why).
- Clearly identify what each member of your group is working on this week.
- Summarize what transpired at your team's latest in-person meeting (your team is expected to meet at least once a week amongst yourselves – different from phase meeting with staff). Meeting minutes should capture the decisions made and the reasoning behind them so that they are a useful reference for both current developers and for developers that will eventually maintain the software.