Iteration 1

Tag your code: only tagged code will be graded. Read the docs for your version control system to learn how to tag code.

Iteration meetings will take place from typically Wednesday (in the week they appear in the schedule) till the subsequent Monday, except the iteration before the spring break (this iteration will take place from Monday till Friday of the same week).

The meetings for iteration 1 will be held from Feb 3 to Feb 8 (Wed-Monday). You shall sign up a meeting slot by visiting/editing your supervising TA/instructor's available meeting slots wiki page as linked below:

Yiming's Meetings (Requires login)
Wenbo's Meetings (Requires login)
Tao's Meetings (Requires login)

This page in a seashell:

- For this iteration, set up your project.
- This meeting will be 30 minutes long, but future meetings will be 60 minutes.
- All team members should be present and on time for the meeting.
- Before the meeting:
  1. Create a subpage under the Projects page for your project; this page will henceforth be called your "team page".
     - Your team page will be a summary of the current state of your project. Start by putting key parts of your proposal there.
     - All additional pages related to your project (meeting agendas, etc.) should be subpages of your team page.
     - Prefix all pages related to your project with your project's name to avoid name collision.[1]
  2. Create a repository for your code with a version control system.
     - All team members should be able to easily check code into / out of the repository;
     - Tag your code, even if there's nothing in it.
  3. Agree on a coding standard that is consistent with your programming language's convention.
     - All team members' code should adhere to this standard.
  4. Plan user stories for at least two iterations, in detail.
  5. Explore testing frameworks for the language / framework of your choice.
  6. Schedule regular meeting times for your team.
  7. Sign up for a meeting slot with your supervising TA/instructor on their meetings page.
  8. Sign the contract (see below).
  9. Write an agenda for the meeting.
     - Post the agenda as a subpage of your team page before the meeting.
  10. Assign roles to members for the meeting: one person will be the moderator, another will be the scribe.
      - Assign author(s) and reviewer(s) as well if applicable.
      - The moderator should make sure a working, well-charged laptop will be brought to the meeting for presentation.
      - Use only one laptop for presentation. Don't switch laptops.
      - Bring a VGA adapter for Macs.

During the meeting:

1. Moderator will host the meeting. Scribe will take notes.
2. Everyone should speak.
   - Being silent or mostly silent throughout the meeting will bring down your individual grade for the iteration.
3. Hand in the contract (hard copy).
4. Discuss project plan.
   - We don't require code for this iteration, but some prototype would be nice.
   - Again, tag your code, even if there's nothing in it.

After the meeting:

1. Scribe will post minutes of the meeting as a subpage of your team page (can combine with agenda).
2. Fix all issues brought up during the meeting, if any.

[1] Even though pages have hierarchy, they all share the same name space; therefore an "iteration 1 agenda" page under project X will co
   nflict with another "iteration 1 agenda" page under project Y. Stupid Wiki.

Starting Your Project

- In case you are using SVN for version control, send TA Wenbo (NetID: wenboyu2) a request with the project name. He will then create
  your repository. If you are using GitHub, mention the URL of your code repository on your project page.
- Continue to update your project page. Going forward, feel free to look at the project pages of other teams in the class and shamelessly b
orow the best wiki organizational strategies of your peers. Sometimes, imitation is the best form of flattery.

- On your team's project page, figure out when everyone can meet. List good times, and list possible times (as in, a team member may not be able to make it every time). You will need this information, and we will need this information. Figure it out! You may find Doodle helpful. As a reminder, you should work on the project for at least six hours every week.

- As soon as possible, sign up for an Iteration 1 meeting slot on the meetings page for your TA.

- To preserve the wiki namespace, when in doubt please append your project name or project id to the beginning of new wiki pages that you make. For example, if you want to name a page "the very very very specific to our project feature" you don't need to worry about naming conflicts. However, if you want to name a page "features" or "testing" or "proposal", please name it by first prepending your project name or id to it; e.g. "Iteration 2 features", "N1 testing", "Wardrobe proposal".

- Make sure your team's main project page is rooted in Projects, as otherwise it will be visible to the entire world. Subpages should be similarly rooted in pages that are only visible to students.

### Iteration 1 Deliverables

- As a team reconsider your project plan – you might have new ideas to add or existing ideas that need to be removed/modified. Update the stories, estimates and iterations to be more accurate based on what you know now, and the skills of your team. We will be looking at the details of your user stories for the first two iterations.

- Update the "User Stories and Planning Game" section following the format in sample page.

- Evaluate how suitable your choice of language or framework is for this project. For this class, we are emphasizing object-oriented programming. We are also expecting that you will be able to produce UML diagrams of your project, do automated testing, and potentially even run metrics/profiling tools on your project.

- Everyone should be using the same version of the tools and preferably everyone should be using the same IDE as well. This might not always be possible, e.g., some people might be using the Mono framework.

- As a team, set up a coding standard for your project. Everyone in your team must adhere to this coding standard. Moreover, your coding standard should not conflict with the conventions in your programming language or choice of frameworks. For instance, if you are using the Java framework then method names should be camelCase but if you are using the .NET framework then method names should be CapitalizedCamelCase. For indenting and formatting, check your IDE for ways to export such preferences and distribute it to everyone on your team. Eclipse has a way to do this – see the help file.

- Explore and decide on a testing framework to use for your project. Automated testing will be emphasized this semester. If your choice of framework or project does not lend itself well to automated testing, you need to discuss this with your TA. In the worst case, you might need to abandon your choice of framework or project. We are not looking for 100% automated tests, but you should ensure that most of your components have automated tests. Your score will be adversely affected by the lack of automated tests.

- As mentioned, figure out when everyone can meet, and post it on your projects page.

- Make sure everyone is setup to work on the project.

- Sign the contract as described below.

### Iteration Meetings

- Iteration 1 meetings will be 30-minute long, but the future iteration meetings will be 60-minute long.

- Iterations will be roughly every two weeks until the end of the semester. Each team will be expected to have a grading meeting with their TA for each iteration until the final presentation.

- Work with your TA to set up regularly scheduled meeting times for the rest of the semester. Check on the schedule page of your supervising TA for instructions on setting up meetings. In addition to the grading meetings every two weeks, you will have the option to meet with the TAs by setting up an appointment.

- We will expect teams to keep notes about their meeting, what they accomplish and what is troubling them and needs to be done. So, for each meeting, someone in the team will be the scribe. Again, look to your peers to see which method works for them and for you. The bottom line is creating a transparent project that the both the TA and your teammates can follow. These notes need not be excessively long (longer is not always better) but they should contain enough detail so that your team members and the TA know what is going on.

- All team members should attend all meetings. Any absences should be arranged ahead of time with the team and with your TA.

- Make sure everyone is setup to work on the project. Everyone should be able to build and run the project by themselves, and they should also be able to access the repository. Do this ASAP, don't let it linger.

### During the Meeting

Punctuality is important. Students and team members will be penalized for being late to meetings. If you know that you might be late, please let your TA know in advance.

- Divide your team into the four roles of MARS - Moderator, Author, Reviewer, Scribe. The roles of Moderator and Scribe are particularly important for each meeting. You should read Chapter 21.3 of Code Complete 2 if you are not familiar with the responsibilities of each role.

- For on-campus students, please bring one laptop that will be used to connect to the projector. Make sure that everything that your team is going to talk about during the meeting is installed on that laptop. Do not waste time switching between laptops during the meeting.

- Expectations at meetings with TAs:
  - We will be expecting to hear from everyone in the team at some point during the iterations. Everyone will be expected to lead a meeting or part of an iteration meeting before the end of the semester. In general, if a student is exceptionally quiet during a meeting, we will assume (rightly or wrongly) that it is a sign that he/she has not participated enough in the project.
  - All meetings should have a written agenda; i.e. the agenda should be provided on paper or shown on the projection display from the wiki or a presentation. A sample agenda would be:
User stories accomplished this iteration
Automated tests
Major problems/breakthroughs this iteration
Reevaluating user stories and estimates

For Iteration 1, you can discuss your plan for the rest of the semester; it's okay if you have no code, but it's even better if you have some spike.

**Team Contract**

From our experiences during previous semesters, we have found that successful teams always follow some form of a plan closely. And that plan includes meeting regularly and setting up initial requirements and expectations early. So in the first meeting, we would also like your team to turn in a copy of the following contract, signed and dated by all members of the team.

<table>
<thead>
<tr>
<th>Team Contract for __________________ (your project name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• We agree that we will participate actively in this class project.</td>
</tr>
<tr>
<td>• We agree that all members of our team will attend all meetings.</td>
</tr>
<tr>
<td>• We agree to consistently meet as a team at ___________ (time(s) and day(s)) each week for the duration of the course project. This is in addition to meeting individually or in pairs (if our meetings last long enough that we do all our work during the meetings, then we don't need separate meetings for individual or pair programming), and this is separate from team meetings with course staff.</td>
</tr>
<tr>
<td>• We agree that we will follow our process, for example if our process includes pair programming, we will do actual pair-programming and we will switch pairs regularly.</td>
</tr>
<tr>
<td>• We agree that we will respond to e-mail/calls/etc. from our team members and the staff within ________ hours.</td>
</tr>
<tr>
<td>• We agree to report an unresponsive team member to the course staff as soon as problems occur.</td>
</tr>
<tr>
<td>• We agree that we will seek help from the staff and not wait until the last minute before the assignment is due.</td>
</tr>
<tr>
<td>• We agree that we will post our progress frequently on our team's page on the class wiki.</td>
</tr>
<tr>
<td>• We agree as a team to help/support one another.</td>
</tr>
<tr>
<td>• ... include additional clauses for your team....</td>
</tr>
</tbody>
</table>

Signed,

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>FirstName1 LastName1</td>
<td></td>
</tr>
<tr>
<td>FirstName2 LastName2</td>
<td></td>
</tr>
<tr>
<td>...</td>
<td></td>
</tr>
</tbody>
</table>

**Miscellaneous**

- If you have problems be proactive. Let us know as soon as the problem occurs versus after the fact. In projects (in school or in the real world), it is a best practice to manage expectations. Always give bad news early. Please ask for help. We will do our best to help you, or find people or resource who can.
- If you need to run certain tools/frameworks on the campus machines, please talk to the TAs. We might be able to work something out with EngrIT.