Iteration 1

Please sign up for the Iteration 1 meeting with your course staff supervisor. To sign-up, please look here (accessible to only logged-in users) for the course staff supervisor in charge of your team, then enter your team name (e.g., T800) in one of the available slots for that person shown in the available time slot wiki page for that person:

Tiantian’s Meeting Slots  
Qing’s Meeting Slots  
Peilun’s Meeting Slots  
Sameksha’s Meeting Slots

Focus

The team project emphasizes practicing the XP process over the product (but you still need to do (pair!) programming as part of XP).

Timeline

Iteration 1 is the period **Starting** at the end of First Meeting and **Ending** at the beginning of Iteration 1 demo time during **Oct 29 - Nov 2** (Monday-Friday).

Required Components

**Iteration 1 is worth 15 points.** You will be evaluated on the following items:

**Wiki**

- Ensure that your team has already set up its Wiki page similar to the [sample format](#).
- Be sure to set up some time for the Weekly Meetings for the entire team. Various pairs within the team will need to meet for more than one hour per week.
- Have the Progress Report show the plan for the **entire** project. It is acceptable if the details of the future iterations are not fully clear yet, but you shall at least have some plans for them.
- Have the details for the first iteration be concrete enough so the TAs can see what your team actually did for Iteration 1.
- Keep your Progress Report sections and pages for user stories updated.
- You will lose points if your Wiki is not up-to-date.
- Your Wiki shall be updated frequently (to show continuous progress) and not moments before the meeting. Your course staff supervisor will check this.
- Remember to prefix any page that your team creates with your team name (e.g., T800). This prevents name conflicts on the wiki!

**Git**

- Commit frequently to the team repository. The course staff supervisor will check this too.
- Please include meaningful commit log messages, and don’t commit automatically generated files (such as class files) into the repository.

**Use Case Proposal**

- Walk through your requirements specification & proposal for your proposed new use case with the course staff supervisor for approval. See more details [here](#).

**User Stories**

- Demonstrate collective consideration and knowledge of what shall be done.
- You must have developed some user stories, and the user stories must be documented on your Wiki page.
- The sample report has a [sample format](#) for user story decomposition.

**Required Code**

The most important thing during the meeting is to convince your course staff supervisor that your team is making steady progress towards completing the project, and that you are following the XP process. Be prepared to show actual code/tests that does something useful.
You don’t need to have much code or tests for Iteration 1, but you shall have some code and tests, as per discussion with the course staff supervisor.

**Collective Code Ownership**

- Ensure that your project has *collective code ownership*. While the main authors of the code will be more familiar with a certain component, we do expect that everyone has – at least – a high level overview of all the different components in the system (even those that they did not work on exclusively).
- The course staff supervisor will attempt to ascertain whether your team exhibits collective code ownership.

**Iteration Meeting Procedures**

Punctuality is important. A student team member will be penalized for being late to meetings, or otherwise do not show respect to other team members’ or course staff supervisor’s time. If you know that you might be late, please let other team members and course staff supervisor know in advance.

We expect all team members to attend all the team meetings except for justified excuses (medical reasons, business travel, etc.)

This is your meeting, and you will lead it.

Bring up any important issues during the meeting with the course staff supervisor, especially if your team has run into serious problems. (If you do run into problems, it’s even better to contact the course staff supervisor before the meeting.)

**Agenda**

- All meetings *must* have a written agenda.
- The agenda must be printed on paper or shown on the projection display (e.g., from the Wiki or a presentation application). For online student teams, the scribe for each meeting shall be prepared to share her/his screen with everyone else.
- Sample agenda:
  - User stories accomplished this iteration
  - Automated tests
  - Major problems/breakthroughs this iteration
  - Reevaluating user stories and estimates
  - Risk items and risk-management actions

**Presentation Laptop**

- Bring one presentation 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 the presentation laptop. Do not switch between laptops during the meeting, because this wastes time.
- If your presentation laptop does not have a built in VGA adapter (this is true for Macs), please bring your own VGA adapter. Most Siebel Center conference rooms expect VGA for connecting to projectors.
- Online students will work with TA Samekska to find a screen sharing solution that works for all members of the team.

**MARS Roles**

- The MARS roles are covered here.
- Prior to the meeting, divide your team into the 4 roles of MARS - Moderator, Author, Reviewer, Scribe. The roles of moderator and scribe are particularly important for each meeting. For an iteration meeting, the moderator role will be taken by the team/development leader for that iteration.
- We expect significant contribution from everyone in the team in at least one of the iteration meetings. Each student is expected to rate a meeting or part of a milestone meeting before the end of the semester. In general, if a student is exceptionally quiet during a meeting, it may indicate that the student has not participated enough in the project. Take action to ensure that the course staff supervisor can verify your contribution.
- The scribe is responsible for writing the minutes of the meeting and publishing them on the team Wiki page afterwards. Things that shall be documented include:
  - important issues that were brought up during the meeting
  - code smells and suggested refactorings during the meeting
  - decisions/suggestions from the course staff supervisor concerning the project
  - any additional actions
- Meeting minutes shall be posted within 24 hours after the meeting. This helps to avoid your forgetting most of what you had noted during the meeting.
Ensure that your team takes proper notes for the meeting so you know what to act on next.
MARS roles shall change for each iteration meeting: everyone needs to take on at least two different roles across all the meetings (three iteration meetings and one final meeting).