First Meeting

Please sign up for the first project-related 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**

Purpose of the First Meeting

The purpose of the meeting is so that you can give us a brief overview of what we can expect from your team through iterations by the end of the semester. We will also try to provide some tips on how to get started. The instructors and the TAs will have the first meeting with teams during the week of **Oct 15 - Oct 19** (Monday-Friday).

Before the first meeting, your team shall:

1. Read the project requirements page and discuss which requirement(s) you’d like to work on in each iteration. **Note that it is expected that by Iteration 3 demo meeting, your team shall finish the development of all the requirements listed for the team project plus your proposed new use case.**
2. Check that every team member can access the team repository.
3. Create a wiki page (as a child wiki page under the wiki page of Final-Project Teams, which is accessible after you log in) named after your team, and ensure that every team member can read/write that page (all Wiki pages that you create later on shall have your team name as a prefix to avoid conflicts, e.g., team T800 would have “T800 User Stories” or “T800 Iteration 1”). **After you create this wiki page, add the URL of this wiki page as the link for the text “Team Wiki Page” in the last column of the project team table for the team's entry in the Final-Project Teams wiki page.**
4. Complete, sign and print your Team Contract. This was described on the Final Projects page.

**Every member of each team is required to be present during every meeting with the course staff supervisor, including the first meeting.**

Agenda

The agenda for the first meetings will be:

1. Introduction (ensure that all team members know one another; all team members meet the course staff supervisor, i.e., TA in charge of the team).
2. Discuss which requirement(s) you’d like to work on in each iteration. **Note that it is expected that by Iteration 3 demo meeting, your team shall finish the development of all the requirements listed for the team project plus your proposed new use case.**
3. Check if the team has any questions/comments/suggestions regarding the course so far.

Team Contract

Your team is required to submit a Team Contract during the first meeting. The details of this contract are described on the Final Projects page.

We are going to take this contract seriously and we expect your team to do so too. If there are problems at the end of the semester (or even halfway through the semester), we can refer to the contract and check whether you have followed what you have agreed to do. Team members who **deliberately** violate the terms of the contract and jeopardize their team members will have a very low score for the final project component (we have given 0's in the past which could make all the difference between a pass and a fail for the class). Remember that the final project contributes 40% to your grade for this class.