Overview of Term Project
Problem Domain

● Defect Analysis in Manufacturing
  ○ Automotive Paint and Finish
  ○ To be used at 3 GM plants
  ○ automating a system that used to be manual
Team Composition and Roles

● **Project Manager**
  ○ assign tasks
  ○ responsible for deliverable submission

● **Project Facilitator**
  ○ set up and run meetings (agendas/minutes cc to Instructor/TA)
  ○ post minutes on website

● **Domain Expert/Customer Liaison**
  ○ interface with the customer
  ○ specialized domain knowledge

● **Web Master**
  ○ manage and maintain project web site

● **Configuration Manager**
  ○ responsible for issue tracking and version control
Weekly (or more) Meetings

- Agenda
- Leader
- Action list
  - with assignments so we know who is doing what
  - timelines so we know when it’s to get done
- Summary
  - something happened or there would not have been a meeting. Record it briefly.
Project Issue List

- Every issue goes on the list
  - date and brief description
- Make assignment to get it resolved
- Put resolution (with date) on list
  - mark issue as “closed”
- First version of Issue list usually generated on initial reading of the problem and will be in the form of questions and clarifications.
  - which then goes back to the customer
For today

Get together with your team (announced shortly)

Exchange contact information and decide on your first outside of class meeting

Briefly discuss team roles and whether you want specific assignments or an agile self-organizing approach

Review the sample daily report and generate preliminary questions (which I will answer today)

Make sure to record the answers to questions!
Homework For Monday, Oct 12

1. Review all of the sample reports
2. Each person on the team develop 4-6 questions that did not get answered today
3. Each person on the team identify 1 or more risks
4. Turn in typed questions and risks at the beginning of class Monday Oct 12th.
5. Submit electronically to Project Manager
6. Project Manager collate questions and risks and submit electronically by Wednesday, Oct 15