CS7026 – Website Assignment
The Project

- In teams, design and develop a website for your client using **valid HTML5** and **CSS3**.

- Weekly deliverables on Wednesdays followed by review sessions on Thursdays.

- All members of each group must attend each review session.

- Projects are marked by continuous assessment (based on deliverables and participation).
Deliverable 1: Requirements and Statement of intent.

Presentation & Review Feb 1st

- Purpose of Website
- Target Audience & Personas
- Content requirements
- Content Structure and Navigation
- Delivery across Different Browsers and Devices
- Social Media Integration
Scope

The Requirements Document defines the Scope of the project:
- What functionality is included in this release of the website.
- What is not included.

It is very important to clearly agree on the Scope of the project with the Client.

Do not be over ambitious.
- Can always add more functionality in a later version of the system.
Requirements and Statement of Intent

- This document should be used as a tool to enable clear communication between you and your Client.

- It should ensure that you have a shared clear, concise understanding of what is being developed.
Common characteristics of Requirements

- **Incomplete**
  - Often due to hidden assumptions on the part of the Client. They know things you don't, and don't know you don't know.

- **Contradictory**
  - Need to decide which are more important and which can be sacrificed without too much damage.

- **Not well decomposed**
  - One “requirement” may actually be lots of little requirements
  - These need to be fleshed out.

- **Unrealistic**
  - Users want what isn't physically possible within the time of the project.
  - As a developer, always double your time estimate.
Characteristics of (good) Requirements

- **Completeness** - all necessary functionality is described by the requirements.

- **Consistency** - No two requirements contradict each other.

- **Clarity** - Requirement cannot be interpreted in two different ways.

- **Correctness** - The requirements describe the features of the website correctly.
The Kick-off meeting

- Representatives from the Client
- Representatives from your team
  - Consultants – high-level system details
  - Developers – low-level technical details

- Have a discussion on what it is the Client wants the website to do.
  - A whiteboard/flip chart is handy for drawing pictures.
  - Write the requirements on the whiteboard/flip chart for everyone to see and discuss.
  - A person to take detailed notes of what is said and agreed.
What next:

- Read the *project brief* carefully

- Arrange a meeting with your *team* to discuss
  - roles and responsibilities
  - expectations
  - availability
  - etc.

- Contact your client and arrange your kick-off meeting.
Running Successful Meetings

“A meeting is an event where minutes are taken and hours wasted.”
– James T. Kirk

“Meetings are indispensable when you don’t want to do anything.”
– J. K. Galbraith
What are meeting for?

- To monitor progress
- To plan actions
- To boost morale
  - If well run
- To share information
- To help gel a team
Problems with Meetings

- **Long windedness**
  - Can monopolise meetings
  - Can turn off other participants

- **Solution**
  - Start subtle and increase force
  - Non-verbal approaches (raised hand)
  - Redirect (Good point x, let’s see what y has to say) –
  - Strong (Thank you x but we have to get the following completed today)
Problems with Meetings

- Involving the Silent
  - People can be overwhelmed by meetings
  - You need to respect individual differences

- Solution
  - Ask questions
  - Recognise contributions to increase confidence
Problems with Meetings

- Managing Disputes
  - Conflict can be good!

- Solution
  - As the chair avoid taking sides
  - Move the dispute out of the meeting (I suggest you two discuss this externally)
  - If necessary make a decision to move it on
Other Problems

- Group think
- Group rut
- Trivia
- Recurrence
- Avoidance
- Low energy
Planning For Meeting

- Define the purpose
- Consider who has to be there
- Build and distribute an agenda

Also think about
- Time frames (for each section if necessary)
- Ordering items by importance
Conducting a Meeting

- Meet and greet
- Stay on topic
- Give everyone a chance to talk
- Encourage discussion and give feedback
- Focus on outcomes!
  - Decide actions
  - Put names and dates against actions
- Stick to times for start and finish
- Agree a date and time for next meeting
- Be a role model
Suggestions

- Rotate the chair
- Nominate a note taker
  - Responsible for writing up minutes
- Keep it relaxed
- Keep it focussed
After the Meeting

- Make the minutes immediately
  - Include subsidiary notes to yourself
- Circulate the minutes
- Get agreement
Meeting Minutes

- Basic information
  - Time, Date, Location, Attending, Apologies, Nonattending

- Agenda items (with results of discussions)
  - Review of agreed actions
  - Next actions
    - With assigned Names!
  - Matters arising
  - AOB

- Date & Time of next meeting