Release Milestone Instructions

Goal: To demonstrate that you have the system finished, polished, and ready to turn over to the customer.

Deliverables: Presentation and artifacts

Part 1: Presentation Instructions

As always, you must select two presenters from your team. Don't forget to rotate presenter duties so that each team member gets to present at least once.

Your team's presentation must have two parts, demo and reflection, and each presenter is responsible for a different part.

Demo Part

In the demo part of the presentation, the presenter must demonstrate all but the most boring/mundane working functionality that your team implemented for the project. The demonstration must take place in the context of a cohesive story. That is, the presenter must describe one or more characters (with names, like Alice and/or Bob) and relate a story about the character using the software. The presenter must stick to this story format. The story and accompanying demo must be well thought out, and not leave the audience with the impression that the presenter is making it up as he/she goes along.

This part must be limited to 15 minutes, allowing 5 minutes for questions.

Reflection Part

In the reflection part of the presentation, the presenter must reflect upon the team's accomplishments in the project, what worked, what could be improved, and what advice you would give to future capstone students. In particular:

1. [1–2 slides] Summarize which user stories your team was able to complete and which you were not able to get to.
2. [3+ slides] What were the coolest things about your project? Give at least three things, 1 slide each.
3. [3+ slides] What advice would you give to future capstone students? Give at least three pieces of advice, one slide each. Provide anecdotes about how the advice would have helped you.

This part must be limited to 15 minutes, allowing 5 minutes for questions.

Part 2: Artifact Instructions

In addition to the usual updating of user stories, etc., you must also submit all materials included in your release of the software. Each part is described below.

Release Materials Part

Submit all materials required to effectively deliver the software to the customer. These materials should include (at least):

- Project source code
- Instructions for building/running the software
- Instructions for using the software

Any servers that you are currently running and that the software depends on must remain available until the deadline for semester grades (Mon 13 May).

Updated Plan Artifacts Part

Mainly just update your project plan artifacts as necessary:

- Especially: Updated set of user stories.
    - o Include updated time estimates.
    - o Include a status, which is one of the following:
        - ▪ Complete (Rough) – meaning that it works, but needs some polishing
        - ▪ Complete (Polished) – meaning that it works very well
        - ▪ Incomplete – meaning that it does not run yet
- Updated versions of any other plan documents that changed.

You may create the artifacts as Word documents, wiki/web pages, etc. They should be maintained (updates expected) throughout the project. Each artifact should be understandable to someone not intimately familiar with your project.

Bonus Part: Demo Video

For A&B points, you may produce a demonstration video of your software. The video should be no more than 15 minutes. Numerous screen recording tools are available, but a particularly good free one (for Windows) is CamStudio: http://camstudio.org/.

Any team member who contributes substantive work to the video will be eligible for A&B credit. As always, you must negotiate the details of what you plan to do with me.