Beta Milestone Instructions

Goal: Demonstrate that your team has all the system's features implemented and basically working (although polishing and bug fixes may be needed).

Deliverables: Demo video, post-iteration debriefing, and artifacts

Demo Video

One team member will be responsible for creating and narrating a demo video. Creating the video will count as his/her presentation. (Don't forget to rotate presenter duties so that each team member gets to present at least once.) The video creator will show the video in class and respond to questions.

The demo video must meet three primary goals:

1. Demonstrate the progress that the team has made since last iteration.
2. Make clear who contributed what to the project and demonstrate those contributions.
3. Display the team's work in the best possible light.

To meet Goal #1, do the following:

- Include all the newest features in the demo. Don't leave any out. A big point of this exercise is to demonstrate all the wonderful progress that the team has made.
- Clearly state which features are new as they are being demoed. You need not state which features are old, unless you think there may be some confusion.
- Although UI features are a high priority, you may also demonstrate that backend functionality is working, even if it's not yet connected to the frontend. The key thing is to prove that the code runs! Along those same lines, you may also demo automated tests.

Meeting Goal #2 should be straightforward in theory – simply say who built each feature as you demo it. However, you may need to place extra effort into scripting, so you don't forget to credit anyone. Also, be sure not to make any factual errors.

To meet Goal #3, any demonstration of UI 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. Use realistic names for things and not made-up placeholders, like "foo" and "slafjsd".

Also, since the UI is generally the most interesting, you should lead with that.

The video must be limited to 10 minutes.

You must submit the video by the day of the talk, so I can re-watch it if necessary. The video must be in a format playable in VLC (http://www.videolan.org/vlc/), which is most common formats.

Note that I will use this video as a primary component in grading your milestone.

Post-Iteration Debriefing

One team member will be responsible for presenting a post-iteration debriefing to the class. The presenter must reflect upon the team's accomplishments in the past iteration, what worked, and what could be improved. In particular:

1. List the requirements that your team completed this iteration. How much did you expect to complete? Explain any discrepancies in detail. You need not describe things at the level of user stories if it's too tedious or difficult for an outsider to understand. Instead, you can simply describe things at a high level. Screenshots are also a good idea to help refresh everyone's memories.
2. How much have the requirements/designs/risks changed since the start of the iteration? Describe some things that changed and how they changed. What feedback prompted the changes? Tell stories.
3. Describe challenges or setbacks that your team encountered this iteration. How did you overcome them (if you did)? What implications can you draw from these experiences for how you'll manage things in the future?
4. What challenges lie ahead? These may be technical problems to overcome. They may also be other process-related opportunities for improvement. How do you plan to address these challenges?

This part must be limited to 10 minutes. One slide per minute is usually a safe number. (Yes, you must use slides.) The more slides you have, the more likely you are to run over.

You must submit your slides on the day of the presentation.

Artifacts Instructions

With respect to artifacts, you need do only two things:

1. Make sure that your user stories are up to date – don't forget the status column!
2. Fill in the productivity report document (to be provided).