

Milestone 2 Checklist

- Demo video and who-did-what document
 - Mentor must have seen demo (live or video)

- Tagged code in VCS

- Up-to-date plan and design artifacts
 - Mentor must confirm requirements (and possibly others)

- Up-to-date feedback collection, plans to handle, and outcomes
 - Mentor must sign off on

- Individual assignment outcomes

- Instructions to the instructors, submitted to eCourseware dropbox

- New!* In-class interactive demo session (instructions below)

- Teammate evaluations

Milestone 2 Instructions

The goal of this milestone is to have all the system's features implemented and basically working (although polishing and minor bug fixes may be needed). With respect to instructions, the main difference this milestone is that we will hold an interactive demo session in class.

1. Repeat Instructions from Last Iteration

Most of the instructions for this milestone are the same as in the previous milestone. In particular, you must follow these instructions documented in the Milestone 1 Instructions document:

1. Demo Video
 - a. This time, the video must be 8–12 minutes in length—a little longer than last time.
2. Tagged Code in Repo
3. Up-to-Date Plan and Design Artifacts
4. Up-to-Date Feedback
5. Individual Assignments
6. Instructions to the Instructors
7. Teammate Evaluations

2. Interactive Demo Session (New Instructions)

For the demo session, each team will operate a demo booth. One member of your team (the demo-booth operator) must run the booth, providing visitors with an interactive demo of your team's software. The remaining members of your team will circulate about the other booths, acting as visitors. The interactive demo must meet the following grading criteria:

- **Clearly explain your project to visitors.** Assume that visitors have never seen your project before. Thoroughly and clearly explain what problem your project solves and how it does so.
- **Display the team's work in the best possible light.** Use demoing techniques discussed this semester to present your team's software in an engaging and compelling way. Also, think about the best way to set up your booth. What equipment will you need? Extra monitors?
- **Time limits.**
 - **Don't go too long.** The demo must be no more than 7 minutes long.
 - **Don't go too short.** Make sure that your demo isn't too short. If you can't fill 7 minutes, you're probably doing it wrong.

Finally, don't forget to rotate presenter duties so each team member gets to present at least once.

Milestone 1 Mentor Sign-Off Form

Mentors: Please indicate your approval of the following items—but ONLY if you agree 100% with the statement for the item.

If you have ANY disagreement, do not give your approval. Instead, provide the team with feedback, and have them resolve whatever issue is preventing your approval.

- I have reviewed a demo of the software, and I have provided the team any feedback I had.

- I have reviewed the requirements specifications, and they are up to date and consistent with my wishes.

- I have reviewed any other plan or design artifacts that I wish to see, and I approve of them.

- I have reviewed the team's feedback management system, and ...
 - All the feedback I have given them is accounted for.
 - I agree with all the team's plans for handling the feedback.
 - I confirm that all outcomes are accurate to the best of my knowledge.