Milestone 3 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

❑ Public interactive demo session

❑ *New!* Video commercial and README.md (see instructions below)

❑ Teammate evaluations

Milestone 3 Instructions

The goal of this milestone is to have the system finished, polished, and ready to turn over to the customer.

1. Repeat Instructions from Last Iteration

Most of the instructions for this milestone are the same as in the previous milestones. In particular, you must follow these instructions documented in the Milestone 1 & 2 Instructions documents:

1. Demo Video
   a. The video must be 8–10 minutes in length.
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
8. Interactive Demo Session
   a. This time, the demo session will be held in public, and your team's demo must be 7–9 minutes in length.

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

2. Video Commercial and README.md

Your team must create a commercial-style video of your software, and a README.md file that acts as a "title page" for your project. The commercial video is mainly to provide a "short and sweet" overview of the software you created for the course. The video must meet the following grading criteria:

- 1–2 minutes in length.
- Clearly communicates the core goals of the project (i.e., what need does the software fulfill?).
- Clearly shows how the software achieves those goals.
- Shows the actual software in use.
- Probably will need some video editing to fit everything into this short format.
- Uploaded to YouTube.

The focus of video should be on the goals of the software and how it fulfills them. Thus, you should adhere to the following:

- Don't credit the team members (no time, and can be done in the README).
- Don't acknowledge/thank the mentor (no time, and can be done in the README).
- Don't show closing credits. End with a "sunset" line regarding the software's benefits.
- Don't waste time showing boring features. Really focus on the most relevant/interesting ones.
- Don't worry about putting everyone's work on display. For example, boring features are actually very important to the quality of the project, but they just don't belong in this video.

The README.md file should be placed in the top-level folder of your repo, so it is displayed on the repo's landing page in GitHub. The README should display the following in a pleasing fashion (not necessarily in this order):

- Name of project.
- Brief (less than 100 words) abstract explaining what the project is about and/or what it accomplishes.
- Embedded commercial video (using HTML code that YouTube gives you).
- Credit the mentor.
- Credit the team.
- (Optional) If the software is available to the public, then instructions for how to install/use it.
- (Optional) Copyright statement.
- (Optional) Acknowledgements.
- (Optional) Graphics/logos.

See the *Above and Beyond Points* document for A&B points associated with the creation of the video commercial and README file.

Milestone 3 Mentor Sign-Off Form

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

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

- ❑ *New!* I have seen the project's GitHub landing page (i.e., README) and the commercial-style video for the project embedded therein.

- ❑ I have reviewed the final 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.

- ❑ *New!* The team has delivered the software to me, and I have received everything that I need from them.