



Client Meeting Number 4 -
Requirements

Attended by Sara Pinti, Justin Rose

September 30, 2014 10:30 a.m. Siena Hall 306

Permissions Chart

We discussed the chart of User Permissions for Student, Faculty, and System Administrator. Permissions were divided between System Use and System Management. The permissions discussed consisted of System Use and System Management.

System Use Permissions	Submit Team Member Evaluations	View Individual Report Results	View Team Report Results
System Administrator	x	x	x
Faculty	x	x	x
Student	x	x	

System Management Permissions	Log In	Set Up Team Evaluations	Setup Username/ Password for each User	Add Faculty/ Student Users to System	Delete Faculty/ Student Users from System	Manage User Permissions	Add Student Users to System	Delete Student Users from System
System Administrator	x	x	x	x	x	x	x	x
Faculty	x	x	x				x	x
Student	x							

Use Case Narratives

We discussed possible Use Cases. For the next meeting, we will come up with Use Case Narratives for each Use Case and bring to Dr. Eddy for approval.

Team 101 Logo

Dr. Eddy approved the Team 101 logo prototype. Sara will send copy of final design options when complete.

Questions/Concerns

Design/specification side notes:

Dr. Eddy would like for at least 3 team members to have completed an evaluation before a report is able to be viewed by the user.

Dr. Eddy is working on a way of scoring the students based on the feedback he/she is given, like a percentage. A class average would be compared to the individual and show where he/she stands in comparison to the rest of the class (possible graph, red to green).

He would also like a Grade Report viewable along with the Team Reports for Faculty and the System Administrator.

PowerPoint

In regards to the PowerPoint Dr. Eddy sent following our meeting, he would like feedback based on teammates who:

- **Do the work**
- **Show up**
- **Contribute**
- **Cooperate**

The teammate will be classified as one of 3 possible types of teammates based on **Do the Work** questions answered by other team members:

A Poor Teammate -

- Is not prepared
- Doesn't do the work
- When does work, poor quality of work
- Provides minimal contribution

A Good Teammate -

- Defines the task to accomplish
- Understands team goals
- Completes work on time
- Is well prepared
- Completes high quality work
- Is creative

A Great Teammate - *Does everything a good teammate does, plus:*

- Organizes work of others
- Makes sure teammates have what they need
- Follows up with others
- Volunteers to help others

The teammate will be classified as one of 3 possible types of teammates based on **Show Up** questions answered by other team members:

A Poor Teammate -

- Doesn't show up

- Shows up late
- Appears unaware of time constraints
- Is distracted at meeting

A Good Teammate -

- Shows up for meeting
- Shows up on time
- Is ready to work
- Uses meeting time wisely
- Holds others accountable for attending meeting

A Great Teammate - *Does everything a good teammate does, plus:*

- Sets meeting agenda/goals/timeline
- Leads process of scheduling meeting
- Leads meeting discussion

The teammate will be classified as one of 3 possible types of teammates based on **Contribute** questions answered by other team members:

A Poor Teammate -

- Does not work on task
- Takes group off task
- Is focused only on their own task

A Good Teammate -

- Participates in meeting
- Shares information openly
- Focused on team goal
- Stays on task
- Uses team skills and time wisely

A Great Teammate - *Does everything a good teammate does, plus:*

- Motivates teammates
- Balances team and task
- Integrates efforts of teammates
- Monitors progress towards goals

The teammate will be classified as one of 3 possible types of teammates based on **Cooperate** questions answered by other team members:

A Poor Teammate -

- Dominates team
- Is defensive in discussions
- Does not listen to team
- Acts in own self interest
- Gives impression of wanting to be somewhere else

A Good Teammate -

- Listens to others
- Open to feedback from team
- Respects teammates
- Works in best interest of team
- Is flexible
- Builds trust

A Great Teammate - *Does everything a good teammate does, plus:*

- Involves others
- Creates a positive work environment
- Resolves differences
- Promotes functional conflict