Client Meeting Number 1
Attended by Emma Bostian, Kevin Conner, David Hall
September 1, 2014 10:30 a.m. Siena Hall 306

Meeting Times
We discussed and agreed upon bi-weekly meetings on Tuesdays and
Thursdays at 10:30 a.m. in Siena Hall 306.

Problem Definition
Dr. Eddy is looking to develop a tool which is part of a larger suite of tools,
which he has been calling TEAMS101 (Team Evaluation and Management
System). The tool we will work to develop will be linked to the TEAMS101
portal home page. It will be tentatively called "Teammate
Evaluation/Assessment".

Main Software Functions
The goal of the Teammate Evaluation software is to establish a website where
teams can periodically give feedback to their teammates on their performance
and quality of work. Dr. Eddy would like the team members to be able to rate
each other on clear, concise behaviors, such as cooperation, and whether or
not they were prompt to team meetings. After each team member has
evaluated their team members, anonymous reports will be compiled and
emailed to the students which indicates how their teammates viewed their
work ethic. The report will also give the student feedback about ways in which
they can improve their teamwork experience.

The professor will have two different vantage points of the web page. They
may choose to view it as an administrator, or they may opt to view the page as
a student. From the administrative viewpoint, professors will have the option
to view at a glance which of their students have completed the online
evaluations. They will also be able to access individual student reports.

From the student vantage point:
- Students will be able to choose which group member they are currently evaluating.
- They will complete a questionnaire based on the behaviors of their teammates.
- Students will cycle through their team members until an evaluation is completed for all.
- Students will be able to view their anonymous reports.

From the administrator vantage point:
- Administrators will be able to view student reports.
- They will be allowed to edit group members.
- Administrators will be able to notify their students when they would like their next team evaluation to be due by emailing them a link to the website.

Software Constraints

Dr. Eddy would like the web page to harmonize with Blackboard, however we are not positive if we have access to work with the site to pull information. He would also like students to be able to click a web page link (sent to their email from the professor) to access the assessment, without having to create a separate username and password. If we are able to work with the Siena ID login information stored in Blackboard, this should not be a huge issue. However, if we are not allowed access to the Blackboard login credentials, students will most likely have to create an account. After deliberating, we have come to the conclusion that students *must* have a login account, because it will be difficult to keep track of which students complete the evaluation and which do not without a login.

Design Constraints

We need to discuss the best option for assigning groups on the website. Should the responsibility of assigning groups reside with the professor, or should the students sign up for their groups manually?