01/06: Capstone Overview

The Capstone Experience

Dr. Wayne Dyksen
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Spring 2014
Capstone Overview

Course Logistics

• Client Projects

• Course Logistics (Continued)
CSE 498, Collaborative Design

• “The Capstone Experience”
• Instructors
  ▪ Dr. Wayne Dyksen (“Dr. D.”)
  ▪ Malcolm Doering
• Class Meetings
  MW, 3:00-3:50pm, 2250 EB
• Syllabus
• Web Site
  ▪ capstone.cse.msu.edu
  ▪ Check it often.
Course Goals

• Give You Experience
  ▪ Real World (As Possible)
  ▪ In Corporate Setting

• Help You Transition
  ▪ From Student
  ▪ To Professional
Course Goals (2 of 3)

• Teams of Students
• Build Significant Software System
  ▪ Design
  ▪ Develop
  ▪ Debug
  ▪ Document
  ▪ Deliver
• For Corporate Clients
• In 15 (Short) Weeks
Course Goals

• Build a Significant Software System
• Work in a Team Environment
• Learn New Tools and Environments
• Build and Administer Systems
• Develop Your Communication Skills
• Develop Interview Talking Points
• Learn to Do Stuff on Your Own
• Etc...
Project Deliverables

- Project Plan Document & Presentation
- Alpha Presentation
- Beta Presentation
- Project Software & Documentation
- Project Video
- Design Day

See Major Milestones.
All-Hands Meetings

Presentations By

• Dr. D.

• Teams
  ▪ Status Reports
  ▪ Formal Presentations
    o Project Plan
    o Alpha
    o Beta
  ▪ Project Videos

• Guest Speaker(s)
All-Hands Meeting Agendas

01/06: Course Overview
01/08: Project Plan
01/13: Risks and Prototypes
01/15: Schedule and Teamwork
01/20: (Martin Luther King Day, No Meeting)
01/22: Team Status Report Presentations
01/27: Team Project Plan Presentations
01/29: Team Project Plan Presentations
02/03: Team Project Plan Presentations
02/05: Team Project Plan Presentations
02/10: Resume Writing and Interviewing
02/12: Creating and Giving Presentations
02/17: Team Alpha Presentations
02/19: Team Alpha Presentations
02/24: Team Alpha Presentations
02/26: Team Alpha Presentations
03/03: (Spring Break, No Meeting)
03/05: (Spring Break, No Meeting)
03/10: Status Reports
03/12: Status Reports
03/17: Design Day and the Project Videos
03/19: Camtasia Demo
03/24: Ethics and Professionalism
03/26: Intellectual Property
03/31: Beta Presentations
04/02: Beta Presentations
04/07: Beta Presentations
04/09: Beta Presentations
04/14: Status Reports
04/16: Status Reports
04/21: Project Videos
04/23: Project Videos and All Deliverables
04/24: Design Day Setup
04/25: Design Day
04/28: Project Videos
Urban Science Capstone Lab

- **3352 EB**
- **Door Lock**
  - Electronic Keypad
  - Code = #######
- **Systems**
  - Three PC’s per Team
    - Dell Rack-Mounted Server
    - Two Development Machines
      - 27” iMac
      - 13” MacBook Pro
  - Team 100% Responsible
    - Building
    - Maintaining
    - Securing
    - Backing Up
- **Books**
- **WiFi**
  - SSID: CSE498
  - Key: ???????
- **Conference Area**
  - Team Meetings
  - Client Conference Calls
  - Google Conference Calendar
- **Appliances**
  - Water Cooler/Heater
  - Whirlpool Refrigerator (with Ice Maker)
  - Microwave
  - Keurig Coffee Maker
- **Lockable Storage**
  - One Drawer Per Team
  - Assigned and Labeled
  - Obtain Keys from CSE Office
Scheduled Lab Times

• No Formal Lab Sessions
• “Credit” for Scheduled Weekly Meetings
  ▪ Team Meetings
  ▪ Client Conference Calls
  ▪ Triage Meetings with Malcolm
• Meeting Times TBA With
  ▪ Team
  ▪ Client
  ▪ Malcolm
• Students must be available to meet.
Capstone Overview

✓ Course Logistics

➤ Client Projects

• Course Logistics (Continued)
Team / Project Generalities

• Clients
  ▪ Vary in Size and Type
  ▪ Client contacts/mentors are “volunteers”.

• Team Contact Person
  ▪ Picked By Team
  ▪ Main Point of Contact for Client
Team / Project Generalities

• Project Types
  ▪ All Significant Software Development
  ▪ Vary in Specifics

• Project Level of Difficulty
  ▪ Hard Enough
  ▪ But Not too Hard

• Deliverable
  ▪ To the Client
  ▪ By the Due Date
Team / Project Generalities

• Challenges
  ▪ Very Short, Unforgiving Time Line
  ▪ Client Contact
  ▪ Team Dynamics
  ▪ Project Plan (in Three Weeks)
  ▪ Entirely New…
    o Languages
    o Environments
    o API’s
    o SDK’s
    o Processes
    o Protocols
    o Etc.
  ▪ Project Management
  ▪ Etc…
Project Specifics

• Vary
  ▪ Type
  ▪ Current State of Specificity

• Challenge
  ▪ Connect with Client
  ▪ “Nail Down” the Project
    o Hard Enough
    o Not too Hard
    o Avoid Feature Creep
  ▪ Course Feature, Not Bug
Project Teams/ Clients

- Team Auto-Owners
- Team Boeing
- Team Ford
- Team GM
- Team Google
- Team Meijer
- Team MSUFCU
- Team Quicken Loans
- Team Spectrum Health
- Team TechSmith
- Team Urban Science
- Team Whirlpool
Team Auto-Owners

Project Overview

Mobile Audit Itinerary and Worksheet

• Functionalities
  ▪ Collect Updated Policyholder Information
  ▪ By Underwriting Field Service Representatives
  ▪ Using Mobile Devices

• Features
  ▪ Support Laptops, Tablets and Smartphones
  ▪ List Daily Appointments
  ▪ Map Out Route
  ▪ Ability to Work Offline
  ▪ Import/Export XML
  ▪ Produce Reports in PDF

• Technologies
  ▪ CSS3
  ▪ HTML5
  ▪ Java
  ▪ JavaScript / jQuery
  ▪ XML

Lansing, Michigan
Team Boeing
Project Overview

Flight Simulator Suite

• Functionalities
  ▪ Flight Simulator Application Suite
  ▪ Fly a Variety of Aircraft
  ▪ In Locations Around the World

• Features
  ▪ Based on FlightGear Flight Simulator
  ▪ Support Networked Multiplayer Mode
  ▪ Observe Flight Traffic Monitors
  ▪ Collect Key Performance Statistics

• Technologies
  ▪ FlightGear Flight Simulator
  ▪ TCP/IP Networking
  ▪ Python, Python GUI
  ▪ Jenkins or GitHub
  ▪ Open Message Queue (MQ)
Team Ford

Project Overview

Mobile Approver

• Functionalities
  ▪ Simplify Business Approval Processes
  ▪ Using Single Common Interface
  ▪ On Mobile Devices

• Features
  ▪ Support Laptops, Tablets and Smartphones
  ▪ Approve, Reject or Send Back Requests
  ▪ Drill Down Through Item-Related Business Logic
  ▪ Connect to Various Existing Back-End Systems
  ▪ Handle QR Code Input

• Technologies
  ▪ CSS / HTML5
  ▪ JavaScript / Ajax
  ▪ PrimeFaces Mobile JSF
  ▪ J2EE (Java 2 Platform Enterprise Edition)
  ▪ Microsoft SQL Server 2008
  ▪ QR (Quick Response) Codes
Team GM

Project Overview

The Matrix: Vehicle Simulator System

• Functionalities
  ▪ Simulate Vehicles Moving Along a Route
  ▪ For Testing GM Location-Based Apps
  ▪ Accessible Via Web Service API

• Features
  ▪ Database of Vehicles
  ▪ RESTful Web Services
    o Create Vehicle
    o Route Vehicle Along Waypoints
  ▪ Discrete Timing Mechanism
    o Move Vehicle
    o Update Location-Based App
  ▪ Create and Handle Named Events (i.e., “Crash”)

• Technologies
  ▪ CSS / HTML / JavaScript
  ▪ Java / J2EE
  ▪ Java Web / Application Server
  ▪ Oracle Database
  ▪ Google Maps API

Detroit, Michigan
Team Google

Project Overview

Change Management Software

• Functionalities
  ▪ Provide Change Management System
  ▪ Built “Google on Google”
  ▪ (Replace Legacy System)

• Features
  ▪ Underlying Data/Document Model
  ▪ HTTP-Based API
    (Create, Read, Modify and Change Requests)
  ▪ Browser-Based User Interface
    (Create, View, Edit, Review and Discard Requests)

• Technologies
  ▪ CSS / HTML
  ▪ JavaScript
  ▪ Google App Engine
  ▪ Python or Go

Mountain View, California
Team Meijer

Project Overview

Mobile Customer Satisfaction App

• Functionalities
  • Provide Feedback About Shopping Experience
  • By Customers
  • Quickly and Easily
  • Via Mobile Devices

• Features
  • Support Tablets and Smartphones
  • Use Cloud-Based Data Storage
  • Is Secure
  • Provide Web-Based Corporate User Interface

• Technologies
  • CSS / HTML5
  • Microsoft Azure Services
  • Mobile Development Methodologies
  • Social Media

Grand Rapids, Michigan
Team MSUFCU

Project Overview

Mobile Financial Education App

- Functionalities
  - Provide Financial Educational Tools and Resources
  - For University Students
  - Via Mobile Devices

- Features
  - Support both iPhone, iPad and Android Devices
  - Cover Various Topics
    - Budgeting
    - Building Savings and Credit
    - Protection from Identity Theft and Fraud
  - Glossary of Terms
  - Financial Calculator
  - Ask an Expert

- Technologies
  - CSS / HTML / PHP / JavaScript
  - Android Development / Java
  - iPhone and iPad Development / Objective-C
  - Microsoft SQL Server
Mobile RFID Inventory Tracking System

**Functionalities**
- Monitor and Track Mobile Test Device Inventory
- Used by QL’s Mobile Application Development Team
- Based On RFID Tags

**Features**
- Snapshot of Device Inventory
  - Checked Into Mobile Devices Cabinet
  - Checked Out to Developers
- Authenticate and Track Users
- Provide Website with Information on All Devices
- Produce Detailed Reports
- Send Email to Users

**Technologies**
- Impinj Speedway
  - R420 RFID Reader
  - Connect RFID Management Software
- RFIDeas RDR-6081AKU NFC Badge Reader
- .Net Integration
  - With RFID Hardware
  - Into Database
- Microsoft SQL Server
Medications Shortages Dashboard

- Functionalities
  - Manage Shortages of Key Medication
  - By Pharmacists
  - Chose Best Course of Action
    - Weather the Shortage
    - Seek Additional Stock from the Grey Market
    - Swap the Medication for an Alternative

- Features
  - Create Comprehensive View of Industry Shortages
    - XML/RSS Feeds
      - ASHP (American Society of Hospital Pharmacists)
      - FDA (Food and Drug Administration)
    - Formulary and Inventory Information from Pyxis and Talyst
    - Spectrum Pharmacies and Store Rooms
  - Identify and Handle Specific Shortages
    - Record, Monitor and Track
    - Log Comments, Plans of Action and Status

- Technologies
  - CSS / HTML5
  - JavaScript / AngularJS
  - ASP.net MVC
  - Microsoft Internet Information Services (IIS) 7.0
  - Microsoft SQL Server
  - REST Service Layer
  - Medication Shortages Dashboard, Fall 2012
Team TechSmith

Project Overview

Google ClassView

- Functionalities
  - Dashboard View of Google Drive
  - For Teachers and Students
  - Via Chrome App
- Features
  - Models the Classroom
    - Helps with Content Management
    - Facilitates Assignments and Collaboration
  - Teacher Dashboard and Student Dashboard
  - Notifications for Key Events
    - Assignment Posted
    - Assignment Due
  - Assignment “Progress” Mechanism
  - Provide Usage Statistics
- Technologies
  - CSS / HTML5 / JavaScript
  - Chrome App APIs
  - Google Drive SDK
  - Google Analytics
Team Urban Science

Project Overview

Dealer Improvement Recommender System

• Functionalities
  ▪ Recommendation System for Automobile Dealerships
  ▪ Based On Weighted Expected Outcomes
  ▪ For Use by Urban Science Consultants

• Features
  ▪ Native iPad App
  ▪ Create, Edit, Delete and Visualize
    o Expected Outcomes
    o Weights
    o Relationships Between Outcomes
  ▪ Integrated with Dealership Performance Data

• Technologies
  ▪ iPad Development / Objective-C
  ▪ Web Development
  ▪ Visualization Libraries
  ▪ Web Services
  ▪ SQL Server
Team Whirlpool

Project Overview

Virtual Appliance Simulator

- Functionalities
  - Simulate 1 to 1000’s of Virtual Appliances
  - Used During Development of Connectivity Solutions
  - For Whirlpool’s Connected Appliances

- Features
  - Appliance Configurator
  - API Interface
  - Scheduler
  - Execution Engine
  - Communication Interface with the Cloud

- Technologies
  - Linux Operating System
  - Thread Computing in Linux
  - Linux Shell Scripting
  - Cloud-Based Computing
  - Java
First Assignments

• Read the Syllabus.
• Check out the Lab (3352 EB).
  ▪ See if you can find it.
  ▪ See if you can get in.
• Check out the Web Site.
• Research your Project.
  ▪ Client
  ▪ Technologies
What’s Next?

• Teams
  ▪ Assignments by Email Tonight
  ▪ Meet Initially by Tomorrow Afternoon
  ▪ Lab Machine Assignments in Lab
  ▪ Start Configuring Lab Machines
  ▪ Team Photos
    o Monday 01/12, After All-Hands Meeting
    o Dress Casual (But Appropriate)

• Client
  ▪ Contact by Email by Tomorrow COB
  ▪ Conference Call by Phone by Friday
  ▪ Review Project Proposal
Capstone Overview

✔ Course Logistics

✔ Client Projects

➢ Course Logistics (Continued)
Urban Science Capstone Lab Machines

• Three Per Team
  ▪ Rack-Mounted Dell Server
    o Connected to the Outside World
    o Keep Secure
  ▪ 27” iMac
  ▪ 13” MacBook Pro

• Operating Systems on iMacs and MBPs
  ▪ Run OSX
  ▪ Install VMware Fusion 6 (from [here](#))
  ▪ Create Virtual Machines As Needed
    o Windows XP, Vista, 7, 8
    o Linux
Capstone Lab Miscellany

• Security
  ▪ Keep lab doors closed.
  ▪ Do not open doors for strangers
  ▪ Do not give out door key code to others.
  ▪ Email Dr. D. if door becomes unlocked.

• Wireless
  ▪ SSID: CSE498
  ▪ Key: ??????

• Coffee
  ▪ Some Provided by Dr. D.
  ▪ Bed, Bath & Beyond (Get 20% Off Coupon)

• Game Playing / Video Watching
  ▪ Not On Monitors Facing Hallway
  ▪ Not If Other Team Members Need Machine
• Wires, Cables and (Black Grommets)
  ▪ Do not “maniac” them.
  ▪ Do not play with the (black) grommets.
• Keep the lab neat and clean.
  ▪ Lived In, Okay.
  ▪ Messy, Not Okay.
• Respect other teams’ spaces.
• Garbage Containers
  ▪ Empty the small one by the coffee maker into a larger one.
  ▪ Put out in the hall at night.
  ▪ Put back in the lab in the morning.
• Turn the lights out if you’re the last one out.
• Be careful with cabinet drawers; don’t “maniac” them.
Mobile Devices Available

• For Capstone Project Use
• By Team for the Semester
• iOS
  ▪ 3 iPads
  ▪ 1 iTouch
• Android
  ▪ 1 Tablet
  ▪ 1 Phone
Expectations & Workload

- Extremely High For Both
- Your MSU Career Capstone
- Addition to Your Personal Portfolio
- Experience Viewed Like an Internship
- Interview Talking Points
- Leverage Into a Job Offer
Schedules

• **Schedules > All-Hands Meeting**

• **Schedules > Major Milestones**
  - 01/22: Status Report Presentations
  - 01/27: Project Plan Presentations
  - 02/17: Alpha Presentations
  - 03/31: Beta Presentations
  - 04/21: Project Videos
  - 04/23: All Deliverables
  - 04/24: Design Day Setup
  - 04/25: Design Day
Meeting Attendance

• Required
  ▪ All-Hands (Class) Meetings
  ▪ Team Triage Meetings
• 5% of Final Grade
• Late == Absent
• Almost No Excuses Accepted
  ▪ One or Two Excused Possible for Interviews
  ▪ Must Provide Information In Advance
    (Date, Company, Recruiter Name & Contact Info)
• Must Attend (No Excuses Accepted)
  ▪ Your Team Presentations
  ▪ All Project Video Viewing
  ▪ Design Day

Do NOT Schedule Interviews
Do NOT Schedule ANYTHING
Do NOT Buy Plane Tickets
Team Organization

• Up to Each Team
• Organize into Roles
  ▪ Client Contact
  ▪ Program Manager
  ▪ Developer
  ▪ Tester
  ▪ Systems Administrator
  ▪ Etc...
• Everyone Must Make Technical Contributions
Team Dynamics

• Key to Success
• Significant Component of Course Grade
• Address Problems Immediately
  ▪ Within Team
  ▪ With Dr. D. and/or Malcolm
• Be Ready to Discuss During Interviews
Grading

• Team (70%)
  ▪ Project Plan Document & Presentation 10
  ▪ Alpha Presentation 10
  ▪ Beta Presentation 10
  ▪ Project Video 10
  ▪ Project Software & Documentation 25
  ▪ Design Day 05
  ▪ Total 70

• Individual (30%)
  ▪ Technical Contribution 10
  ▪ Team Contribution 10
  ▪ Team Evaluation 05
  ▪ Meeting Attendance 05
  ▪ Total 30
Grading

• Final Grade Sum Of...
  ▪ Individual Total
  ▪ % of Team Total Based on Team Contribution
• Grand Total =
  (Individual Total)
  +
  (Team Total) * (Team Contribution) / 10.0
• Nota Bene: Your Team Contribution will have a very significant effect on your final grade.
Grading

• We reserve the right to make changes with sufficient notice.

• No special consideration will be given for final grades including but not limited to
  ▪ status in any academic program including CSE,
  ▪ financial aid,
  ▪ rank in the armed forces,
  ▪ job,
  ▪ graduation,
  ▪ mortgage,
  ▪ wedding,
  ▪ visa status,
  ▪ or anything else.
Integrity of Scholarship

• MSU’s policies will be enforced.

• Individual and team work must be original.

• Violators...
  - ...will be referred to the appropriate deans.
  - ...may receive a grade of F in the course.
IP & NDA’s

• IP: Intellectual Property
  ▪ By Default, Owned by You
  ▪ Client May Request
    o Right to Use
    o Assignment of Ownership
    o Etc.

• NDA: Non-Disclosure Agreement
  ▪ May Be Required by Client
  ▪ You will...
    o ...respect/protect intellectual property.
    o ...respect/protect source code.
    o ...etc.

• Normally Not an Issue
• Always Contact Dr. D. Before Signing Anything
Using Resources

• Ok For “Help”
  ▪ People
    o Past Capstone Teams
    o Other Capstone Teams
    o Faculty Members
  ▪ Articles
  ▪ Sample Code
  ▪ Etc…

• Not Ok For “Entire” Project
• If Unsure, Ask Dr. D. and/or Malcolm
Using Existing Code

• Ok
  ▪ Examples
  ▪ Prototypes
  ▪ Open Source Code
    o Fragments
    o Libraries
    o Utilities

• Not Ok
  ▪ Vast Amounts of Your Project
  ▪ Not Open Source

• Ask Client in Advance
• Document and Report All Existing Code Used
• Be Careful!
• If Unsure, Ask Dr. D. and/or Malcolm
Design Day

• College of Engineering Event
  ▪ Engineering Building
  ▪ Friday, April 25, 2014

• Displays (Booths) of Design Projects
  ▪ CSE Capstone
  ▪ ECE Capstone
  ▪ ME Capstone
  ▪ Etc...

• Presentations and Awards
  ▪ Panel of Judges
  ▪ CSE Team Project Videos
VISA

• Verified Individualized Services and Accommodations

• Let us know immediately.

• We will work with you.
Office Hours

• Any Time...
  ▪ Visit: 3149 EB
  ▪ Call: 353-5573
  ▪ Email: (dyksen@cse.msu.edu)

• Make Appointment
Capstone Overview

✓ Course Logistics

✓ Client Projects

✓ Course Logistics (Continued)

Questions?
What’s ahead?

• Team Photos
  ▪ Informal: After Meeting Today
  ▪ Formal: After Each Project Plan Presentation

• Setup
  ▪ Team Machines
    o Dell Server (Ask Malcolm)
    o Apple iMac, MacBook Pro
  ▪ Team Software
    o Microsoft Office
       Word and PowerPoint
       Microsoft Windows Version
    o Web Server
    o Code Repository
    o SDK’s
    o Etc.

The Capstone Experience

Required.
Get From Malcolm

Capstone Overview 53
What’s ahead?

• All-Hands Meetings
  ▪ M, 01/13: Project Plan, Risks and Prototypes
  ▪ W, 01/15: Schedule and Teamwork
  ▪ M, 01/20: (Martin Luther King Day, No Meeting)
  ▪ W, 01/22: Team Status Report Presentations
  ▪ M, 01/27: Team Project Plan Presentations
  ▪ W, 02/29: Team Project Plan Presentations
  ▪ M, 03/03: Team Project Plan Presentations
  ▪ W, 03/05: Team Project Plan Presentations
What’s ahead?

• Team Status Report Presentations
  ▪ PowerPoint Template
  ▪ Due Midnight, Tuesday, January 21
  ▪ Eight Days
  ▪ Email to Dr. D.
    o Subject: Team <Company Name>: Status Report
    Subject: Team Auto-Owners: Status Report
    o Attachment: team-<company-name>-status-report-presentation.ppt
      Attachment: team-urban-science-status-report-presentation.ppt

• Dr. D. Will Combine Into Single PowerPoint
  ▪ To Speed Things Up During Meeting
  ▪ Do NOT Modify Master Slide Page

• Each Team Presents
  ▪ Using Dr. D.’s Laptop
  ▪ At Most 5 Minutes (Rehearse Timing)
  ▪ Single or Multiple Presenters (Your Choice)
What’s ahead?

- **Project Plan Presentations**
  - **PowerPoint Template**
    - Download Now
    - Read the Read Me Slide (Over and Over and Over...)
  - **Submission**
    - Both Project Plan Document and PowerPoint Slide Deck
    - Due Midnight, Sunday, January 26
    - See Submission Instructions in Template
  - **Presenting**
    - 3 Teams Per Meeting Over 4 Meetings
    - Schedule Posted Sunday Evening
    - Strict 15 Minute Time Limit
    - Use Team Member Laptop
      - Bring Power Cord
      - Test In Meeting Room (in Advance)
    - Rehearse
    - 5% of Final Grade
    - Business Casual Dress
  - **Formal Team Photos**
    - Immediately Following Meeting
    - In Capstone Lab
  - **Schedule Conflicts**
    - Only for Interview Trips
    - Notify Dr. D. Well In Advance

Panic!
01/22: Team Status Reports

The Capstone Experience

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Department of Computer Science and Engineering
Michigan State University
Spring 2014
Instructions
(Delete this slide before submitting.)

• Required Template
  - Do not edit the master slides.
  - Do not change the organization or number of slides.
  - Make your presentation fit within these four slides.

• Content
  - For the slide titles, replace <Company Name> with your company name as in “Team Auto-Owners”.
  - All presentations will be posted on the course web site so do not include company confidential information or anything that your client would not want posted.
  - Delete this slide from the presentation.

• Presenting
  - The order of the presentations during our meeting will be team numerical order.
  - The time limit for your presentation is 5 minutes, which will be strictly enforced. Practice your presentation to ensure that you will finish within the allotted time.

• Submission by Email
  - All presentations are due via email to me by midnight, Tuesday, January 21.
  - For subject, use “Team <Company Name>: Status Report” as in “Team Urban Science: Status Report”.
  - Attach the PowerPoint source file named “team-<company-name>-status-report-presentation.pptx” as in team-auto-owners-status-report-presentation.pptx.
Team <Company Name>

Status Report

<Project Title>

• Project Description
  ▪ Description Point 1
  ▪ Description Point 2
  ▪ Description Point 3
  ▪ Description Point 4

• Project Plan Document
  ▪ Status Point 1
  ▪ Status Point 2
  ▪ Status Point 3
  ▪ Status Point 4

Include STATUS information.
What’s the status of your project plan document?
Have you started it?
How much have you written?
What percentage complete is it?

Delete this text box and the brace to the left.
Team <Company Name>

Status Report

<Project Title>

- Server Systems / Software
  - Description &/or Status Point 1
  - Description &/or Status Point 2
  - Description &/or Status Point 3

- Development Systems / Software
  - Description &/or Status Point 1
  - Description &/or Status Point 2
  - Description &/or Status Point 3

Include STATUS information.
Are all systems up and running?
Have you tested everything?
Delete this text box and the brace to the left.
Team <Company Name>

Status Report

<Project Title>

• Client Contact
  ▪ Status Point 1
  ▪ Status Point 2

• Team Meetings
  ▪ Status Point 1
  ▪ Status Point 2

• Team Organization
  ▪ Description Point 1
  ▪ Description Point 2

Include STATUS information.
Have you talked with/met with your client?
Have you scheduled a weekly conference call? When?
Have you schedule an in-person meeting? When?
How many times has your team met so far?
Have you scheduled team meetings? How often?
Delete this text box and the brace to the left.
Team <Company Name>

Status Report

<Project Title>

Risks

• Risk 1
  ▪ Description
  ▪ Mitigation

• Risk 2
  ▪ Description
  ▪ Mitigation

• Risk 3
  ▪ Description
  ▪ Mitigation

• Risk 4
  ▪ Description
  ▪ Mitigation
01/08: **Project Plan**

**The Capstone Experience**

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