By ~March 25

- clarify open issues in your design document
  - what the components are and what they do
  - what are the interfaces between them
  - how they exchange what kind of information

- make sure the short term risks are resolved
  - access to information (registrar, housing, code, ...)
  - access to systems (database server, CGI, ...)

- think about database structure and access
  - access functions for your application should not be too dependent on the specific tables

- think about getting users early
  - aim for some feedback early enough that you can react to it

- put all your code and documents under CVS
  - maintain your timeline file

- hold first meeting with your TA
  - everyone attends

Weekly project meetings

- meet once each week with your TA
  - encourages you to think about what you’ve done and what you’re going to do next
  - a chance to talk things through, get advice & opinion
  - someone supportive looking over your shoulder
  - not someone telling you what to do—it’s your project

- everyone comes if at all possible
  - all present and on time
  - some absent but with legit reason, explained ahead of time
  - absent, no warning
  - total no-show

- preparation
  - clearly prepared, organized agenda, volunteering info
  - maybe prepared, info comes only if solicited
  - unprepared, winging it, no evidence of thinking

- participation
  - everyone involved and engaged, contributing
  - one or two doing all the talking, others passive or asleep
  - no one volunteers anything

- progress
  - clear progress since last time; on track with milestones
  - some progress; dead-ends & setbacks, but under control
  - major setback
  - no apparent progress or activity

- planning
  - well planned: clear idea of what the next steps are
  - fuzzy ideas, "more of the same"
  - no evidence of planning or thinking ahead