

## By the end of this week

- **clarify any 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
  - walk through scenarios / use cases
- **make sure the short term risks are resolved**
  - access to information (registrar, maps, 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**
  - get feedback early enough that you can react to it
- **put your code and documents under SVN or other**
  - maintain your timeline file
- **hold first meeting with your TA**
  - everyone attends!

## Weekly project meetings

- **you must 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
  - someone absent, no warning
  - total no-show
- **preparation**
  - obviously prepared, organized agenda, volunteering info
  - maybe prepared; info comes only if solicited
  - unprepared, winging it, no evidence of effort ahead of time
- **participation**
  - everyone involved, 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