MSD II Gate Review
P18711: Team Assignment Process Improvement
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1) Overall project status

   Final State: The team planned to improve the process for which teams were assigned in MSD. Targets were met to decrease the total time, decrease the number of misses and maintain the current level of team assignment success. Tests performed on previous semester data proved that the system will be ready to run in the upcoming Fall semester.

   Unmet Requirements: In MSD I, the team discussed the outside applications that were possible for the system. There is not a clear path forward for how this system could be easily modified for use in a completely different project program. Other than this desired feature, there are no system requirements that were not met.

   Robustness: The system can be modified to address changes made in MSD. The team has also provided alternate files that can be used if foreseen changes occur in MSD including an additional major and an additional class section.

   Budget: No budget was allocated for this project and no money was required for its completion.

   Project Plan: The biggest difference in the plan vs what actually occurred is the timing of activities. After coding the optimization, an iterative process started where some functions of the code were added at a time and as changes were being made, there also had to be changes made to the input data files and the score calculation. Final testing with Fall semester was pushed to the end when the system was finalized. Issues that came up in the code added a significant amount of time to the schedule as SMEs were needed to solve problems.

   Problem Tracking Sheet: The team did not use the sheet as intended and maintained a simpler list of issues in Google Drive. No one standard method was used for addressing issues as they arose.

2) Deliverables

MSD Deliverables

Assignment	Complete & Uploaded to EDGE
Poster	Done
Technical Paper	Done
Lightning Talk Slide	Done
Performance vs. Requirements	Done

Project Deliverables

File	Customer Handoff	Complete
Student Survey	Link in folder	Done
PRP Template & Form	In folder	Done
Excel Calculation Matrix	In folder	Done
Alternate Versions of Excel Calculation Matrix	In folder	Done
Python File	In folder	Done
User Guide	In folder	Done
Video Tutorial	In folder	Done

3) Lessons Learned

What Was Done Well?

Item	Outcome
Imagine RIT collaboration with another team	It was beneficial for two small teams to group up to increase the number of people available at the booth and to summarize key similarities to festival attendees.
Consultation with SMEs	The team was able to stay on schedule with help from multiple experts in Python and Excel.
Continual communication with customer	By being in close proximity to the primary customer, the team was able to quickly get answers and move on with project work.

What Could Have Been Done Differently?

Item	Issue	Improvement
The transfer of data files between team members	The use of Excel instead of Google Docs was necessary but not ideal for sharing within the team. Multiple versions of files were not succinct at all times.	A system of checking in and out one document would reduce the number of versions, however this would also limit the number of people who could access the file at the same time.
Starting to code in MSD II	Issues that couldn't have been predicted in MSD I arose in the build phases.	Start to build in MSD I to allow more time to solve issues.