* Have main project broken down into smaller releasable sections (sprints)
  + This gives quicker turn around in those smaller projects and allows user testing to take place while the other pieces are being built out
* Project management for group projects
* Consult with small, individual projects

**Process**

* Overview/scope (aka – can we/should we do this)
* Project Schedule/budget
  + Make schedule
* Requirements doc (Brandon, Alan, Steve?)
  + Requirements
  + User Cases
  + Sign off
* Wireframe (Chuck)
  + Sign off
* Update Project Schedule/bid
  + Revise now that we have requirements/expectations
* Mockup (Chuck)
  + Sign off
* Test Cases (Alan)
  + Sign off
* Tech Specs doc (Alan)
  + UML (code)
    - Class
    - Sequential
  + EER (DB)
  + Algorithms for more difficult functions w/ psudo code
  + Sign off (Brandon)
  + Break into sub tasks w/ estimated duration
    - Sign off (Brandon)
* Update Project Schedule
  + Revise now that we have plans
  + Create milestones
* Development
  + Weekly updates
  + Build front end (Front end team - Chuck, Russell, John?)
    - Html
    - CSS
    - JS / AJAX
    - Sign off
  + Build back end (Alan - Dustin, Eric, Kevin, Brandon, Josh?)
    - Distribute assignments
    - Unit tests
    - Services
    - DAO
    - Sign off
    - Update Project Schedule as needed
  + Wire up to front end
    - User testing
    - Beta testing
* Deploy
  + Debug
  + Review/adjust for next project
    - Bottle necks
    - Estimates
    - Budget
    - Moral
    - Communication
* Be **organized**/have **purpose** with all meetings
* Review/report progress **weekly**
* Check in every **1-2 days** on developer’s progress

**Alan’s responsibilities** in development phase

* Setup project **branch**
  + Setup test cfc
  + Setup service cfc
  + Setup dao cfc
* Provide clear **documentation** for each task
  + UML/EER/psudo code
  + Meet to explain expectations/answer questions
* **Communicate** w/ front end team on needs
  + Ajax service
    - dummy data
  + Cfm variables
    - dummy values
* Team **assignments**
  + Sign off on unit tests
  + Be available to answer questions
  + Code review/sign off
  + Manage
* Merge code
  + Once signed off I will merge sub-branch back in project branch
  + Periodically release beta code in master (if project allows/requires)