Project Work Modification

- Project Development Feedback
- PI/Client/Partner Feedback Meetings
- Team Meetings

Project Development Feedback

Feedback is welcomed and encouraged from stakeholders throughout development. This helps shape the final product to be intended for what is expected from PIs/partners/clients.

> Project development feedback will take place in partner-defined, stakeholder meetings. Partners are asked to give honest, thorough, and well-defined feedback that fits to the scope, timeline, and budget of the project.

PI/Client/Partner Feedback Meetings

Typically partner meetings are bi-weekly to give feedback throughout the semester. However this can be defined as the partner/client/PI sees fit.

> Note: Meetings will be charged as a "Consultation" fee, therefore we recommend that PIs/Clients/Partners be aware of these charges before scheduling constant meetings without objectives outlined.

Meeting Structure

PI/Client Feedback Meetings are structured as:

1. Deliverables from previous meeting Goals/Objectives stated from prior meeting.
2. Lifts accomplished - Typically medium to large lifts that have been marked as completed since last meeting date.
3. Fires - Problems encountered during the development process.
4. Upcoming Objectives - Future goals that are to be worked on and set forward as assigned lifts.

Feedback

Feedback is encouraged throughout the presentation and should be brought up by stakeholders when appropriate. For example, if there's an easier way to accomplish a lift it is the responsibility of parties knowledgable to let it be known to stakeholders so it can be accomplished in a friendlier fashion.

> If any PI/Client/Partner has feedback on the development cycle, please reach out to the SD2C director at sd2c@cores.utah.edu

Team Meetings

Meeting Types

Developer Meetings, consist of Monday, Wendesday, and Friday Standups and Wrapups.

Management meetings are weekly on Wednesday between the director and lead developers.

Directorate meetings are done biweekly, between Cores Director, GApp Lab Director, and SD2C Director.

Developer Standups

Daily developer standups are held with SD2C lead developers and GApp Lab interns each MWF morning. During these meetings developers and interns discuss focused, daily tasks for the project they are assigned to and their approach.

Developer Wrapups

Daily developer wrapups are held with SD2C lead developers and GApp Lab interns each MWF afternooin. During these meetings developers and interns discuss their approach, progress, and issues found during their work on the assigned tasks at the Standup meetings.

Weekly Management Meetings

Weekly managerment meetings consist of the director and lead developers discussing project issues, solutions, budget, and timeline.

Directorate Meetings

Directorate meetings are held between the SD2C Director, HSC Cores Director, and The GApp Lab Director. These meetings aim to discuss more immediate needs of the core; such as project and budget needs. Additional strategic meetings are performed quarterly with the SD2C Steering Committee, which consists of University of Utah faculty with and without projects active in SD2C and the SD2C Director.