Access to the lab is restricted to MS students who are currently working on an MS project under my supervision.

Please send me a request via email (include your BuckID number) to be granted access to the Lab.

You can go to the Lab when you are working on your MS project or when we/you have team meetings for the project. Note that:

• You should not grant access to the lab to friends or people you don’t know;
• You should **NOT** go to the lab to:
  o Do homework or study for other courses;
  o Meet with other students for projects not related to your MS Project.
• If you are the last person to leave the lab, please turn off all the lights and make sure the door is locked after you leave;
Please:
• Do not bring any food or drinks to the Lab;
• Do not take any material/equipment home unless you have been authorized by Prof. Fiorentini;
• Clean-up the working station after you are done using them;
• Do not leave personal material in the Lab (books, notebooks,...), unless it is material that you are sharing with some other teammates;
• Put chairs back if you move them around;
• Take all your trash out when you leave the room;
• It is ok to talk with your teammates, but please be considerate to other students who are currently working in the lab on other projects.
Meeting Cancellation Policy

It is not ok to cancel a meeting because:
• You have an exam the same day;
• You haven’t done much since the previous meeting because you had a lot of other things to do for other courses.

Individual Studies have to be taken as seriously as all the other letter-graded courses.

I will give you a 1-time Exception to these rules
But you have to notify me ahead of time

Obviously, it is ok to cancel a meeting if:
• You are sick;
• You have an emergency.

Please notify me asap that you cannot attend the meeting
At the beginning of each semester, each team/student will be asked to submit a proposal that will highlight the work that will be done throughout the semester. In particular, the proposal will have to include:

- A scope statement;
- A requirement traceability matrix;
- A Work Breakdown Structure of the project (WBS);
- A milestone list;
- A Responsibility Assignment Matrix (RAM);
- A Gantt chart;

At the end of each semester, each team/student will be asked to submit a report that will summarize the work that was done throughout the semester. The report will need to have enough details so that a new student that wants to join the team can be brought up to speed quickly just by reading the report.

*Keep a “diary” of the work done as you do it!!*