

**Email Grade Distribution Software**  
**Feb. 5 (Wed) 11:00-11:50am**  
**CS/Math Conference Room (MUS 206)**

**Meeting Minutes**

Attendees:

Justin Emge, Software Developer, [JMEнге@mtech.edu](mailto:JMEнге@mtech.edu)  
John Getty, Professor (Petroleum Engineering), [JGetty@mtech.edu](mailto:JGetty@mtech.edu)  
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|-------|---|-----------------------|
| 11:00 | Introductions   | Celia<br>Schahczenski |
|       | Ground rules  |                       |
| 11:05 | Requirements Engineering Process <ul style="list-style-type: none"><li>• What are requirements?</li><li>• Product Purpose and Scope<ul style="list-style-type: none"><li>Provide an easy way for instructors to email course grades to students from a spreadsheet.</li></ul></li><li>• Use cases</li></ul>   | Adam Cass             |
| 11:15 | Users of software <ul style="list-style-type: none"><li>• Instructors – send grades generated from grading spreadsheets</li><li>• Students – receive grades via email</li></ul>   | Garrett Brown         |
|       | Privacy <ul style="list-style-type: none"><li>• FERPA</li><li>• Survey of students</li></ul>  |                       |
| 11:25 | Discussion: <ul style="list-style-type: none"><li>• How would you envision sending your grades via email?<ul style="list-style-type: none"><li>○ <i>Keep things simple, a single button press to send the grades out to everyone on the list.</i></li><li>○ <i>Confirmation should be obtained before sending emails. “Are you sure?”</i></li><li>○ <i>Executable could either automatically find the file in its own directory, or the user could provide a filename manually.</i></li></ul></li></ul> | Jon Wareham           |

- Automate the subject line of the email to inform students it is about grades.
- Command line interface is not worth considering for most users.
- Only email students who agreed / signed off.
  - Possibly send email to students who opted out to remind them that they could be receiving grades.
  - Still send them statistics regarding how the whole class did.
- Limit the number of emails students receive in a given time frame.
  - Could be automated, but this would require instructors to keep pace with the software.
- Web app could allow student to check grades from cell phone (more easily).
  - This would be more like rewriting Moodle, with little to do with email, making this out of the scope of the project
- User does not want to need to remember a URL.

*Issues:*

- Should statistics such as the class mean average, mode, standard deviation, and/or maybe a min/max grade be sent?
  - Might be better to offer no statistics, keeping the students “hungry” wondering how they compare with others.
  - In very small classes, grades can be determined if students are given min/max grades.
  - The min/max grades could only be given for classes of a certain minimum size
- Should another student survey be given? The one given appears to have been biased to CS students.
- Platform?
  - Windows script
    - OK as long as user doesn't need to type in commands
  - Linux script
  - Website
    - Not a good option since users don't want to have to memorize another URL and

- log-in.*
- *Excel*
  - *An Excel macros, if possible, would allow users to send grades while they are viewing the spreadsheet*
  - *Make sure that the macro runs in Excel for Mac and PC*
- *Standardization of spreadsheet?*
  - *Excel spreadsheets are used by a majority of instructors*
  - *A check box for opt out will be required for each student*
  - *What is the extent of the macros available in Excel?*
    - *What needs to be implemented and, what is preexisting?*
  - *Something (blank cell or a special character) is needed to designate that a student did not earn a grade for an assignment*
    - *This will have an effect on statistics for the class*
  - *Organization of table*
    - *Do instructors typically place the names down the column and the grades across a row?*
    - *Should the software be more flexible, possibly searches for labels on columns and rows.*
      - *Could be develop a set of standard names.*

Meet next week?

1. *Do you have statistics you want to put out?*
2. *How much do your spreadsheets vary?*