# Task Allocation

As Scrum Master I recorded the work to be completed before the next workshop by each team member

## Week 1

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Brainstorm list of features / Collaborate with team on team agreement | 2 days before Week 2 | N/A |
| John Board | N/A – (Joined team late) | N/A | N/A |
| Michael Lopez | Create Client Agreement (IS Student) / Collaborate with team on team agreement | 2 days before Week 2 | N/A |
| Christian Guilbert | Brainstorm list of features / Collaborate with team on team agreement | 2 days before Week 2 | N/A |

## Week 2

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Expand on user stories / Get familiar with Jira | Week 3 | Yes |
| John Board | N/A – (Joined team late) | N/A | N/A |
| Michael Lopez | Expand on user stories / Get familiar with Jira | Week 3 | Yes |
| Christian Guilbert | Expand on user stories / Get familiar with Jira | Week 3 | Yes |

## Week 3

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Finalise backlog of user Stories | 2 days before Week 4 | Yes |
| John Board | Familiarize with existing user stories and assist in finalising the backlog | 2 days before Week 4 | N/A |
| Michael Lopez | Make initial estimates on (Must, Should & Could) user stories | 2 days before Week 4 | Yes |
| Christian Guilbert | Create a basic foundation of each acceptance criteria | 2 days before Week 4 | Yes |

## Week 4

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Release Planning / Fix and revise stories | Week 5 | Yes |
| John Board | Release Planning / Make any useful notes on stories / Create Git Repository | Week 5 | Yes |
| Michael Lopez | Finish (MSC) estimates / Fix and Revise stories | Week 5 | Yes |
| Christian Guilbert | Finalise acceptance criteria / fix and revise stories | Week 5 | Yes |

## Week 5

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Assist in development and finalisation of task plan | Week 6 | Yes |
| John Board | Start developing sprint 1 stories for vault | Week 6 | Yes |
| Michael Lopez | Finalise Sprint 1 Task Plan | Week 6 | Yes |
| Christian Guilbert | Assist in development / record times for tasks as burndown | Week 6 | Yes |

## Week 6

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Continue developing vault from sprint 1 stories | Week 7 | Yes |
| John Board | Continue developing vault from sprint 1 stories | Week 7 | Yes |
| Michael Lopez | Ensure acceptable progress is made / assess and criticise current development | Week 7 | Yes |
| Christian Guilbert | Assist in development / record times for tasks as burndown | Week 7 | Yes |

## Week 7

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Continue developing vault from sprint 1 stories | Week 8 | Yes |
| John Board | Continue developing vault from sprint 1 stories | Week 8 | Yes |
| Michael Lopez | Ensure acceptable progress is made / assess and criticise current development | Week 8 | Yes |
| Christian Guilbert | Assist in development / record times for tasks as burndown | Week 8 | Yes |

## Week 8

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Finalise sprint 1 development | Week 9 | Yes |
| John Board | Finalise sprint 1 development | Week 9 | Yes |
| Michael Lopez | Ensure acceptable progress is made / Start automation testing | Week 9 | Yes |
| Christian Guilbert | Start Manual testing of media vault / record times for tasks as burndown | Week 9 | Yes |

## Week 9

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Designated section of business letter / Incorporate sprint 1 criticism into sprint 2 plans | Week 10 | Yes |
| John Board | Start development of sprint 2 | Week 10 | Yes |
| Michael Lopez | Designated section of business letter / Ensure sprint 2 stories are still applicable | Week 10 | Yes |
| Christian Guilbert | Designated section of business letter / record times as burndown for sprint 2 | Week 10 | Yes |

## Week 10

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Continue developing vault from sprint 2 stories | Week 11 | Yes |
| John Board | Continue developing vault from sprint 2 stories | Week 11 | Yes |
| Michael Lopez | Ensure acceptable progress is made / assess and criticise current development | Week 11 | Yes |
| Christian Guilbert | Assist in development / record times for tasks as burndown | Week 11 | Yes |

## Week 11

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Continue developing vault from sprint 2 stories | Week 12 | Yes |
| John Board | Continue developing vault from sprint 2 stories | Week 12 | Yes |
| Michael Lopez | Ensure acceptable progress is made / Start automation testing | Week 12 | Yes |
| Christian Guilbert | Start Manual testing of media vault / record times for tasks as burndown | Week 12 | Yes |

## Week 12

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Work to be completed | When it is required to be completed | Was the previously allocated work completed |
| Ashley Clarke | Finalise vault from sprint 2 stories | Week 13 | Yes |
| John Board | Finalise vault from sprint 2 stories | Week 13 | Yes |
| Michael Lopez | Ensure acceptable progress is made / Continue automation testing | Week 13 | Yes |
| Christian Guilbert | Continue Manual testing of media vault / record times for tasks as burndown | Week 13 | Yes |