

## Milestone 2 Project Tools & Agile Methodology Summary

Due Sunday, October 14, 11:59 p.m.

The project tools and agile methodology summary is the second Milestone deliverable required from your team. The information described below must be included in your final deliverable and tools should be in place by the due date.

Project Management Tool	<p>Describe the Project Management software product will you use to plan and track the progress of your project. Create a project in your chosen tool. (Popular tools are Trello, Asana and Zoho, but any PM tool will do.)</p> <p>Document the requirements for your project. Requirements must include critical features including user requirements (functional and non-functional requirements.) These documented requirements should describe the “must have” features of your finished application. These features compose your Product Backlog.</p> <p>Discuss and document a project plan for your project. The Project plan should include details such as the number of sprints necessary to finish the project. The plan should list the tasks (feature development) planned for each sprint.</p>
Plan Cycle within the Project Management Method	<p>Create and document a three-week sprint or waterfall cycle in your project management tool. Create tasks for the feature development planned in this sprint. Discuss with your team and take ownership of the tasks and assign due dates for each of the tasks in the sprint.</p> <p>Initially all these tasks, following a Kanban approach, will be in the ToDo list and eventually when the owners pick up a task and start working, then the task should be moved by the owner to InProgress list and once the task is completed, it should be moved to the Done list in your project management tool (like Trello, Zoho, or similar tool.)</p>
Agile Methodology	<p>Following the agile method , conduct a five-minute agile standup meeting where team members stand in a circle and each team member talks for one minute answer the three “scrum” questions: 1. What have you completed since the last meeting, 2. What will you complete before the next meeting, and 3. Describe any obstacles or roadblocks you face.</p> <p>Following the agile methodology, conduct a sprint retrospective meeting, where the entire team discusses about the progress of the sprint - what went well, what didn’t go well, what should be improved upon for the next sprint.</p>

**Submission format:** This project milestone 2 submission should be a PDF named ProjectMilestone2\_<TeamName> pushed to your milestones folder within your github repository. This submission requires the following:

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- A screen shot of your project management tool displaying your project dashboard (sprint tasks and owners, todo, inprogress and done lists)
- A pdf file/document describing your project's requirements. This can be somewhat high-level. One page is adequate.
- A pdf file providing a detailed description or graphic (timeline, schedule, GANTT chart) of your project plan showing the order of tasks and who is working on them applied to a calendar.
- A written descriptive summary of your team's agile standup and retrospective meetings

Milestone 1	40 points	Project Proposal
Milestone 2	35 points	Project Tools & Agile Methodology
Milestone 3	50 points	Individual Student Meetings and Project Demo
Milestone 4	45 points	Database Design
Milestone 5	25 points	Application testing plan
Milestone 6	40 points	Project Presentations
Milestone 7	50 points	Final Submission
Milestone 8	15 points	Peer Evaluation and Project Reflection