SWE20001 Managing Software Projects > Sprint 1 Stage > Pass Task 09P, Sprint 1 Set Up

Table of Contents

Modification History

Date (created / modified)	Purposes
2022-01-18	Convert to asciidoc format and modify for 2022 S1
2022-02-26	Fix minor issues

Sprint 1 Stage

Project Environment / Context

Your software project proposal (either the standard GotoGre MRM project or your team's own project) has been accepted and agreed.

The entire development team is using the Scrum agile development process with a two-week sprint.

Your team consists of 4 – 6 members.

You can choose your own development languages (e.g. Visual Basic, C# or Java). You cannot use or customize any existing project (open or closed) because this is a "development" project not a "customization" project.

This is Sprint 1.

Your total number of work hours in a 2-week sprint for SWE20001 purposes

Total work hours for the team in Sprint 1: For simplicity, the working time is 8 hours per week per person in your team. In fact, for sustainable development, it is suggested that each individual should spend one – two hours per working day for the entire 2-week sprint. So, a team of 4 people should have a total of 64 (= 4 x 8 x 2) hours of work in your 2-week sprint whereas a team of 6 has 96 hours.

As an aside, for professional teams in real life, they use 40 hours per week per person for their effort estimation. However, as a student studying full time (that is, 4 units) in a semester, you should use **8 hours per person per week** for your effort estimation. So, a team of four can only work for a maximum of 64 hours in a 2-week sprint.

How your Sprint works

We are doing 2-week sprint.

It is **strongly recommended** that you start your Day 1 before your scheduled tutorial day. In this case, you can get the most feedback opportunities with your tutorial during your tutorial classes.

If you start your Sprint 1 on Monday Week 6 as Day 1 of Sprint 1, Day 10 of your Sprint 1 will be Friday Week 7.

Below are some suggestions

1. **Option 1**

First Week	Your Sprint days (start before your tutorial day)	Your tutorial day
6	Day 1 (Mon) - Day 5 (Fri)	Feedback from Tutor (Week 6)
7	Day 6 (Mon) - Day 10 (Fri)	Feedback from Tutor (Week 7)
8[1]		Feedback from Tutor re your Sprint review and Sprint retrospective (Week 8)

2. **Option 2** - for those whose tutorial class is on Wednesday (still doable but Option 1 is better)

First Week	Your Sprint days (start before your tutorial day)	Your tutorial day
6 - 7	Day 1 (Tue, Week 6) - Day 5 (Mon, Week 7)	Feedback from Tutor (Week 6)

First Week	Your Sprint days (start before your tutorial day)	Your tutorial day
7 - 8	Day 6 (Tue, Week 7) - Day 10 (Mon, Week 8)	Feedback from Tutor (Week 7)
8[2]		Feedback from Tutor re your Sprint review and Sprint retrospective (Week 8)

Sprint 1 Group

For the group tasks in Sprint 1, you need to register your team in Doubtfire under the "Sprint 1 Group Tasks" and submit it as a group. Please do not call yourself "Sprint 1 Group" as there will be potential conflicts in group names.

Pass Task 09P, Project Set Up – Group Task

This document describes Pass Task 09P for your Doubtfire submission purposes.

This task aims to give your some practices on how to set up for your Sprint 1 work.

Suggested Timing

Start	Week 6, Day 1 of your Sprint 1
Feedback	Ask your tutor in Week 6 Tutorial class
Due	Week 7 Monday (11 April 2022) 9:00am

Task Overview

Purpose	To set up for Sprint 1
Tasks	**Set up for Sprint 1** 1. Setup a task board to show the progress of the team in the sprint 2. Setup a burn-down chart to track the progress of the team in the sprint 3. Setup a project repository site to share the code among all team members
Pre-req Task[3]	Pass Task 08P
Follow-up Task[4]	Pass Task 10P
Time	1 – 2 hours
Resources	https://en.wikipedia.org/wiki/Scrum_(software_development)

Suggested Tools	**Source Code Repository Web Sites**: GitHub – www.github.com **Task Board**: Trello – www.trello.com **Burn-down chart**: Burndown for Trello – www.burndownfortrello.com **Communication Tool**: Slack / Skype / Texting via SMS / WhatsApp [Remember to capture the screen images] *These tools are suggestions only. You can choose your own. It does not matter which one you choose, you still need to figure out how to set it up yourselves. You can find some pointers to the relevant documentations in R_Tools_for_Sprint_Tasks.pdf.*
Feedback	Ask your tutor for feedback

Tasks and Instructions

1. Set up a task board[5] (e.g. using "Trello" may be a good idea) for the whole team with the following columns:

    a. "Product backlog items"

    b. "Sprint backlog items"

    c. "To do (tasks)"

    d. "Doing (tasks)"

    e. "Testing (tasks)"

    f. "To be confirmed (tasks)" – this column collects all completed tasks (at least, your team thinks they are completed) during the sprint and the team has to demonstrate these being completed in the sprint review to the stakeholder (your tutor); and

    

    More details in Pass Task 12P to book a demo session in front of your tutor.

    g. "Done" – once demonstrated in front of the stakeholder (your tutor) that the item is completed.

    

    1. This task can be performed by one team member but all team members are expected to make changes to the task board. Remember, team members can self-allocate tasks themselves.
    2. The time spent on setting the task board is not counted towards the total working hours in your sprint.

2. Set up an ideal burn-down chart (e.g. how about using "Burndown for Trello") for your sprint as a starting point for your team to indicate the "ideal" progress based on the tasks in the sprint and your estimated efforts (e.g. hours) required to complete the tasks

An example of a burn-down chart can be found in https://en.wikipedia.org/wiki/Scrum_(software_development).
Please beware the differences in the number of hours and the duration of sprint.

1. This task can be performed by one team member but all team members are expected to update the relevant information for the burndown chart. Remember team members can update the information. For example, a particular task on the Task Board has been completed with 2 hours of effort, or a particular task on the Task Board has not been completed for the original estimate of 3 hours, and now is required another 4 hours ("remaining efforts") to complete.
2. The time spent on creating the burn-down chart is not counted towards the total working hours in your sprint.

3. Set up the project's source code repository site for the entire team (using GitHub may be a good choice)

Remember to sync your files to the repository after you finish your day's work in the sprint.

1. This task can be performed by one team member but all team members are expected to contribute to the source code (including some testing code) of the project.
2. The time spent on setting up the source code respository site is not counted towards the total working hours in your sprint.

The above three tasks can be performed by different people. All you need to do is to coordinate yourselves to have one submission document.

Submission Details

Submission Format and Group Details

Submit a pdf document in **portrait** mode[6] to Doubtfire. Remember to include the following details in the document for submission:

- Your team name
- Details (name and student ID) of all team members
- Your tutorial class including your room location (e.g. Tue 12:30 EN310)
- Your tutor's name
- Your team's responses to the tasks

Please be reminded that the latest submitted document will overwrite the previous submissions as Doubtfire does not keep previously submitted documents.

As a result, your team needs to organize among yourselves so that a person in your team will be responsible for uploading the document to Doubtfire.

What to submit

Submit a pdf file including the following items of your Sprint 1 to Doubtfire

1. A screen-capture of your initial task board (Day 0 of your task board)
2. A screen-capture of your ideal burn-down chart (Day 0 of your burn-down chart)
3. A screen-capture of your initial project repository site (e.g. Day 0 of your source code repository)

Please do not use http links to the current status / progress of your work because these links cannot show the past scenario. Hence, I prefer screen-captured images (jpeg or png).

[1] No Sprint work. Your team needs to finalize your portfolio work document.

[2] No Sprint work. Your team needs to finalize your portfolio work document.

[3] Your team needs to complete the pre-req (pre-requisite) task before doing this task.

[4] Your team needs to complete this task in order to do the follow-up task because the follow-up task depends on your work in this one. Strongly suggest you keep the same team if possible. Do the follow-up tasks before the next tutorial and then ask feedback in the tutorial.

[5] An example of a task board can be found in https://en.wikipedia.org/wiki/Scrum_(software_development). Note the differences in the column headings.

[6] Landscape mode pdf does not work properly on Doubtfire.