Sprint documentation

Iteration 1

Group A

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# Team Members

30361543 Ajit Kunwar - Scrum Master

30361559 Birendra Rokaha - Product Manager

30323980 Petar Petrov - Development Team

30347752 Sushant Adhikari - Development Team

# Theme and Wishlist

# The theme of this iteration is to gather all the requirements from the client and create initial documentation and prototype for the project. The team member's tasks have been divided and assigned to their respective targets. Development tools and software are to be chosen to best benefit and optimize the performance of the team to make the project more productive and efficient.

# Therefore, a functioning prototype will be created to demonstrate the goal of the project to the team supervisors. The prototype will help us improve communication within the team and with the supervisors during the meetings and work as a set point for further development.

# Incoming project backlog

|  |  |
| --- | --- |
| Requirements | Priority |
| SD1: Project handbook | High |
| SD2: Initial design prototype | Critical |
| SD3: Index page | High |

# Sprint Backlog

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | Conditions of satisfaction | Tasks and estimates | Estimated time |
| SD1: Project handbook | Creation of handbook with full references to the project. | T1: Create a handbook document.  T2: List all the requirements and references to the project.  T3: Every member reviews the handbook and make corrections. | 3 hours |
| SD2: Initial design prototype | Creation of an initial design prototype using the prototyping software - Figma. | T1: Creating a theme by following standard design patterns for the website.  T2: Creating a design mock up using Figma.  T3: Every member reviews the prototype and provides feedback. | 2 hours |
| SD3: Index page | Creating a landing page for the website using basic web technologies. | T1: Create index page for the website using HTML and CSS.  T2: Every member reviews the page and provide feedback. | 1 hour |

# Review meeting

**Sprint 1** – Creating a handbook, initial prototype and index page.

**Date and time:** 30/08/2019, 4:40 pm – 5:20 pm

**Venue:** 16/233 Cardigan St., Carlton.

**Attendees:** Petar, Ajit, Sushant, Birendra and Dayse Jourdan.

**Agenda item 1:** Initial prototype and index page.

* The design should have light colours and follow minimalistic design patterns.
* Adding an appointment booking functionality for the website.
* The website should be fully responsive and work as an app on mobile devices.
* The Client suggests we share the progress with them using Trello app. The whole team agrees.

**Agenda item 2**: Theme of next sprint

* The team agrees to make a GANT graph to better track the progress which will improve the communication with the client.
* Creating a fully functional front-end design which will be demonstrated to the supervisor.
* Amend the handbook to include recent developments.

**Agenda item 3**: Next review meeting

* Scheduled for 06/09/2019 at 4:30 pm at the same venue.

# Retrospective meeting

**Date and time:** 30/08/2019, 1:30 pm – 2:20 pm

**Venue:** MIT room 501.

**Attendees:** Peter, Ajit, Sushant and Birendra.

**Item 1:** What went well?

* Handbook was created and reviewed.
* Initial prototype was designed.
* Index page was created.
* Every item was finished within the time frame and reviewed properly.

**Item 2:** What could be improved?

* Handbook can be amended to look more professional with logos and product pictures.
* More functionality can be added to index page.

**Item 3**: What can we do?

* More time can be spent to make the design more appealing, modern, minimalistic.
* Better fonts can be picked to improve the UI design.
* More time could be spent to test the design and the homepage.

**Item 4:** How can we get help for the project?

* Get help from YouTube tutorials and stackoverflow.com.
* Ask the client for support on related materials.

# Outgoing product backlog

|  |  |
| --- | --- |
| Requirements | Priority |
| SD1: Full project handbook with all the requirements and documentation for the project. | High |
| SD2: The initial design prototype was created by using the software - Figma and revised to be responsive on multiple devices. | Critical |
| SD3: The landing page of the website was created using basic web technologies to communicate better with the team and client. | High |
| SD4: Setting up Trello account among the members to improve the communication and to track the project progress easily. | Medium |

# Contribution

|  |  |
| --- | --- |
| **Activities** | |
| Week 4-7 | |
| Initiate sprint 1 | Birendra |
| Set up Trello account | Petar |
| Create activity logs in Trello | Petar |
| Create project handbook | Ajit and Sushant |
| Create initial product prototype using Figma | Petar |
| Create index page | Birendra |
| Review Handbook | Petar and Birendra |
| Review Prototype | Birendra, Ajit and Sushant |
| Review index page | Petar, Ajit and Sushant |
| Amend based on feedback received. | Birendra, Ajit, Petar and Sushant |
| Finalize sprint 1 | Birendra |