Sprint Checklists

Contents

Sprint 1 Checklist

This checklist helps you double check your work for Sprint 1.

Background description, client goals, motivation

- [x] Project overview, background and goals were created.
- [x] DO-BE-FEEL list and GOAL MODEL were created.
- [x] The goal model is consistent with the client understanding of the problem and with DO-BE-FEEL list.

Personas

Make sure that your Personas satisfies the following criteria:

- [x] 2-3 personas were validated (from previous/existing ones) or developed to help with requirements validation.
- [x] Personas are based on the research done by students and the discussion with industry partners.
- [x] Personas are inclusive and diverse.

Analysis of requirements (User Stories or Use Cases)

- [x] The analysis of requirements was performed on most of the existing requirements.
- [x] The [new set of] requirements is consistent to the scope of the project, completely cover the new capabilities required by the client and are well documented/structured/organized on Confluence.
- [x] The requirements can be documented in the form of user stories or use cases, supplementary specification of design/implementation/deployment requirements, prototypes, and others. It may also be necessary to be explicit about what is not in scope to define the scope boundary more clearly.
- [x] We used ChatGPT to generate user stories to our project. On Confluence Space, we documented the prompt we've used, what user stories were generated WITH and WITHOUT ChatGPT.

Development environment

- [x] Confluence is organized (cover page, project details, requirements, technical details about the project, meeting minutes and so on).
- [x] Trello (or Github projects or JIRA) is created, structured and organized.
- [x] Previous/existing project is deployed and could be used/tested as part of this requirements engineering phase.
- [x] README file is updated and provide details about the project, workflow (branches/naming conventions and so on).

Plan

- [x] A plan (or discussion on what to do next) was provided (requirements to develop, technologies to use, infrastructure to deploy the project) for Sprint 2 and Sprint 3.
- [x] Requirements were estimated and prioritised.
- [x] Backlog items can be found in Trello (or Github project or JIRA).

Meetings

- [x] Meetings are recorded in Confluence and only. They were NOT exported to Github as they're part of internal process.

GitHub

- [x] Folders are structured (On Canvas, visit Assignment -> "Sprint 1: Confluence Space, project background and elicitation documents" page: you can find requirements for folders' structure.)
- [x] Sprint 1 documents were exported from Confluence and added to the repository (and are updated)
- [x] README file is updated and explain the team's repository
- [x] A baseline tag was generated for this Sprint (On Canvas, visit Assignment -> "Sprint 1: Confluence Space, project background and elicitation documents" page: you can find requirements for the baseline tag)

Sprint 2 Checklist

This checklist helps you double check your work for Sprint 2. In this sprint, we will assess your Confluence, Trello, JIRA and other tools used as part of your software development process (instead of just looking at your release on GitHub, like it happened in Sprint 1). We believe these tools will give us better metrics to assess teams' efforts (as per your suggestions in our feedback session on April 19, during our seminar). Thank you very much for working together with us in this.

In saying this, it's important we keep our 'package' on GitHub organised. Later, this might be used as a technical portfolio for you.

Confluence (infra)

Make sure that your Confluence satisfies the following criteria:

- [x] The students have produced an excellent structure of the project on Confluence.
- [x] Easy to find contents on pages.
- [x] Most of the contents are visible and editable (no unnecessary attachments).

Confluence (contents and consistency)

Make sure that your Confluence satisfies the following criteria:

- [x] Contents are available and updated on Confluence (meeting minutes, scope of the project, diagrams, technologies used in the project, user stories, test cases).
- [x] Contents are consistent with trello (or github project) and with their code repositories.

Task Tracking

Make sure that your task tracking satisfy the following criteria:

- [x] Students organized a product backlog and a lower-level sprint backlog.
- [x] Tasks in the sprint backlog were estimated, have an appropriate due date and have a sufficiently low level of granularity.
- [x] Tasks are also clear, linked to their user stories (Confluence) and offer additional description when necessary.
- [x] A link to your Trello or JIRA (Anyone with link can access that resource) was made available to your marker.

Code Review (Week 8)

Code Review (Week 8)

- [x] Students documented their peer-to-peer or chatgpt code review on GitHub (pull request comment)[THIS ITEM IS OPTIONAL].
- [x] Students documented their peer-to-peer or chatgpt code review on Confluence (new page on Confluence to document how you performed your code review - who participated in that, when did that happen, number of issues identified and so on).
- [x] In case you used ChatGPT in Week 8, please disconnect your GitHub repository from our ChatGPT Code Review one so you don't get charged in the future (or, make sure you continue to use this carefully and only when strictly necessary - do not use it for all commits)

Spring Planning and Review

Make sure that your sprint planning and review are documented on Confluence:

- [x] Clear indication that sprint planning was followed this sprint and a clear, consistent, updated sprint planning for Sprint 3.

- [x] Clear indication that sprint review was followed this sprint. Team organised a meeting for this, documented discussions, reflections and next steps to be taken in Sprint 3.

Product

Make sure that your product satisfy the following criteria:

- [x] ~~Product is deployed and an URL is available on Confluence and Github README so client can access current version of this software.~~
- [x] FOR PROJECTS YOU CANT DEPLOY IT NOW: Can you emulate the project and demonstrate current progress for us in a short recorded video? we need to be able to measure your development progress in Sprint 2, that's all.

Meetings

Make sure your meetings (team meetings, supervision meetings and meetings with industry partners) are documented in Confluence (and only).

- [x] Meetings are recorded in Confluence and only. They were NOT exported to Github as they're part of internal process.

GitHub

Make sure that:

- [x] Folders are structured.
- [x] Sprint 2 documents were exported from Confluence and added to the repository (and are updated)
- [x] README file is updated and explain the team's repository and new release
- [x] A baseline tag was generated for this Sprint

Additional Information

do you have any other additional information you'd like to share with us? Please add it here.

Link to our Trello board and Github repository are attached to our Confluence homepage, if not found, it is attached below as well.
Github link [https://github.com/COMP90082-2023-SM1/NA-Boxjelly/tree/main]
Trello invitation link [https://trello.com/invite/b/kFaAe4oC/ATTI54b0bda9502936ac2167f430d4a7c5c4B9B01388/boxjelly]

Link to our Sprint 2 demo video:

[https://www.youtube.com/watch?v=zVhCEDpGPME]

Sprint 3 Checklist

This checklist helps you double check your work for Sprint 3. In this sprint, we will assess your Confluence, Trello, JIRA and other tools used as part of your software development process (instead of just looking at your release on GitHub, like it happened in Sprint 1). We believe these tools will give us better metrics to assess teams' efforts (as per your suggestions in our feedback session on April 19, during our seminar). Thank you very much for working together with us in this.

In saying this, it's important we keep our 'package' on GitHub organised. Later, this might be used as a technical portfolio for you.

Confluence (infra)

Make sure that your Confluence satisfies the following criteria:

- [x] The students have produced an excellent structure of the project on Confluence.
- [x] Easy to find contents on pages.
- [x] Most of the contents are visible and editable (no unnecessary attachments).

Confluence (contents and consistency)

Make sure that your Confluence satisfies the following criteria:

- [x] Contents are available and updated on Confluence (meeting minutes, scope of the project, diagrams, technologies used in the project, user stories, test cases).

- [x] Contents are consistent with trello (or github project) and with their code repositories.

Task Tracking

Make sure that your task tracking satisfy the following criteria:

- [x] Students organized a product backlog and a lower-level sprint backlog.
- [x] Tasks in the sprint backlog were estimated, have an appropriate due date and have a sufficiently low level of granularity.
- [x] Tasks are also clear, linked to their user stories (Confluence) and offer additional description when necessary.
- [x] A link to your Trello or JIRA (Anyone with link can access that resource) was made available to your marker.

Code Review (Week 10)

Make sure that your code review satisfy the following criteria:

- [x] Students documented their peer-to-peer or chatgpt code review on GitHub (pull request comment)[THIS ITEM IS OPTIONAL].
- [x] Students documented their peer-to-peer or chatgpt code review on Confluence (new page on Confluence to document how you performed your code review).
- [x] ~~In case you used ChatGPT in Week 10, please disconnect your GitHub repository from our ChatGPT Code Review one so you don't get charged in the future (or, make sure you continue to use this carefully and only when stricly necessary - do not use it for all commits)~~

Sprint Planning and Review

Make sure that your sprint planning and review are documented on Confluence:

- [x] Clear indication that sprint planning was followed this sprint and a clear, consistent, updated sprint planning for Sprint 4.
- [x] Clear indication that sprint review was followed this sprint. Team organised a meeting for this, documented discussions, reflections and next steps to be taken in Sprint 4.

Product

Make sure that your product satisfy the following criteria:

- [x] ~~Product is deployed and an URL is available on Confluence and Github README so client can access current version of this software.~~
- [x] FOR PROJECTS YOU CANT DEPLOY IT NOW: Can you emulate the project and demonstrate current progress for us in a short recorded video? we need to be able to measure your development progress in Sprint 3, that's all.

Meetings

Make sure your meetings (team meetings, supervision meetings and meetings with industry partners) are documented in Confluence (and only).

- [x] Meetings are recorded in Confluence and only. They were NOT exported to Github as they're part of internal process.

GitHub

Make sure that:

- [x] Folders are structured.
- [x] Sprint 3 documents were exported from Confluence and added to the repository (and are updated)
- [x] README file is updated and explain the team's repository and new release
- [x] A baseline tag was generated for this Sprint

Additional Information

do you have any other additional information you'd like to share with us? Please add it here.

Note 1: Regarding Trello cards, our process for generating them is as follows: We have user stories in the product backlog, but these stories are not particularly granular. During sprint planning, we break these up into tasks and estimate the story points for each task. The cards on Trello correspond to these tasks, *not* user stories. Each card on Trello will indicate which user story it contributes to, but the user stories themselves are not on Trello. Given our approach, including user story cards on Trello would essentially be double counting, and was thus deemed to be confusing and unnecessary. Our supervisor indicated we should make this clear, so the marker understands why user stories are not on Trello.

Note 2: In connection with note 1, we treat user stories as having acceptance criteria, but do not treat tasks this way. If a user story is accepted, then by default all associated cards are accepted; if the acceptance criteria for a story are not met, any card relating to deficient functionality will be reviewed.

Link to our Sprint 3 demo video:

[https://www.youtube.com/watch?v=QeSPYzzCbWA]

Sprint 4 Checklist

This checklist helps you double check your work for Sprint 4.

Meetings

Make sure your meetings (team meetings, supervision meetings and meetings with industry partners) are documented in Confluence (and only).

- [x] Meetings are recorded in Confluence and only. They were NOT exported to Github as they're part of internal process.

Release TAG

Make sure that:

- [x] Students generated a release TAG on Github (containing all project resources, including exported documents/diagrams from Confluence).

Demonstration video of your product

Make sure that:

- [x] Students generated a 3-5mins (max) video demonstrating their product (examples: https://cis-projects.carrd.co/)
- [x] Students uploaded their demo to Confluence

ZIP File

Make sure that:

- [x] Students created an organised release to the client on Github, including: documents, tests, data samples, prototypes, and images.
- [x] Release was downloaded from Github, packed in a ZIP file, sent to the client (together with release notes) and added to Confluence (under Handover page).

Final Presentation Slides

Make sure that:

- [x] Added to Confluence and Github. Industry partner will receive it as part of final release package.

High Fidelity Digital Prototype and Data Sample

Make sure that:

- [x] Industry partner was granted access to the final version of digital prototype and can run it independently after the end of the teaching semester.
- [x] ~~A document was also generated with SAMPLE DATA industry partner will need to simulate tasks and scenarios in the final digital prototype (IF APPLIED - If not, please explain).~~

Product

Make sure that your product satisfy the following criteria:

- [x] ~~Product is deployed and an URL is available on Github README so client can access current version of this software (IF APPLIED. If not, please explain).~~

Additional Information

do you have any other additional information you'd like to share with us? Please add it here.

Link to our Sprint 4 demo video:

[https://youtu.be/R8Oonnfrsx8]

Note 1: Program uses a pre-existing letter dataset, which is already present in the repo and hard-coded into the program. No additional sample data is required to run the program.

Note 2: Product is not deployable as it is a locally-ran program on lab computers.