**Meeting Notes Sprint 3**

**3/13**

| **Sprint Planning Meeting for 3/13** |
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| **Overview**: Overall goal is to get website ready for user testing by end of Sprint 3, so we can use feedback to modify the website in Sprint 4 |

| **Meeting Topic 1**: Districts |
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| Eric will work on fixing district boundaries with data we acquired from Commissioner’s office, and fixing lead graph |
| **Meeting Topic 2**: Covid |
| Kita will fix covid errors from previous Sprint |
| **Meeting Topic 3**: Website deployment |
| Eric will figure out how to deploy the website so it is ready for user testing |

| **Actionables** |
| --- |
| Finalize covid data |
| Fix lead graphs |
| FIx district boundaries |

**3/13**

| **Client Meeting for 3/13** |
| --- |
| **Overview**: Discussed new domain name for website, goals for Sprint 3, and what we need from Dr. Windsor for Sprint 3, which is pictures of what she wants to website to look like, a custom domain name, and static graphs to upload for download from the website |

| **Meeting Topic 1**: Districts |
| --- |
| Eric will work on fixing district boundaries with data we acquired from Commissioner’s office, and fixing lead graph |
| **Meeting Topic 2**: Dashboard |
| Dr. Windsor wants to move forward with creating a navigation bar for the dashboard |
| **Meeting Topic 3**: Domain Name |
| Dr. Windsor wants to edit the domain name of the website to be more user friendly |

| **Actionables** |
| --- |
| Finalize covid data |
| Fix lead graphs |
| FIx district boundaries |

**3/20**

| **Client Meeting for 3/20** |
| --- |
| **Overview**: Discussed next steps for user testing, and how to get project deployed before then. |

| **Meeting Topic 1**: User testing |
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| Michael Walley, Kardel, Kenya Bradshaw, Engages scholarship network  Make a signup genius for user testing  2-7 Thursday  1-4 Friday |
| **Meeting Topic 2**: Domain Name |
| Eric will figure out how to deploy website by Friday |
| **Meeting Topic 3**: Regroup |
| Regroup Friday at 8:30 |

| **Actionables** |
| --- |
| Figure out deploying website |
|  |
|  |

**3/27**

| **Client Meeting for 3/27** |
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| **Overview**: Eric is deploying the website before Thursday when user testing starts. Dr. Windsor is going to share wireframes with Eric of how she wants the new navigation bar to look. Eric and Kita will have a practice think aloud session with Dr. Cook that Dr. Windsor may or may not attend. |

| **Meeting Topic 1**: Deployment |
| --- |
| Eric is reaching out to previous capstone students to get access to the repositories so he can deploy from there. |
| **Meeting Topic 2**: Wireframes |
| Dr. Windsor is going to work on wireframes of what she wants the navbar to look like so Eric can begin work on it |
| **Meeting Topic 3**: User Testing |
| Script for user testing <https://docs.google.com/document/d/1LuH2EsErhRdb0h-g5zntyLdPrMfsycqPFgiq4s11S_8/edit?usp=sharing> |

| **Actionables** |
| --- |
| Deploy website |
| User testing script |
|  |

**3/29**

| **Team/Client Meeting for 3/29** |
| --- |
| **Overview**: Did a practice think aloud session with Dr. Cook. She told us to clarify some tasks, and have some questions prepared for debrief, as well as how to take notes during and afterwards. Dr. Windsor said she will not be present at the user tests, as they are being recorded anyway. |

| **Meeting Topic 1**: Introduction |
| --- |
| Dr. Cook suggested some minor edits to the introduction portion of the think aloud script |
| **Meeting Topic 2**: Tasks |
| Dr. Cook suggested tweaking the wording of some questions as it may be confusing, and also having some potential backup tasks |
| **Meeting Topic 3**: debrief/notes |
| Dr. Cook suggested having some questions prepared for debriefing and not to name the participants when taking notes |

| **Actionables** |
| --- |
| Fix task wording |
| Add some debriefing questions |
|  |

**3/30**

| **Sprint Reflection Meeting for 3/30** |
| --- |
| **Overview**: We accomplished our goal of getting the website ready for user testing at the end of sprint 3, especially the deployment part.  Timesheet:  <https://docs.google.com/spreadsheets/d/1fNIU3FeKFZk43HTOoDlX4U35IO4zZ9XLhJDWf7A-AZg/edit#gid=1863205138>  **Before:**    **After:** |

| **Meeting Topic 1**: What we have accomplished |
| --- |
| Kita worked on fixing the covid data issue. Eric worked on fixing district boundaries and deploying his changes from Sprint 1 to the website. Eric accomplished deployment, but ran into issues with npm dependencies and lead data not displaying properly once deployed. |
| **Meeting Topic 2**: What we will do differently |
| Eric wants to spread out work. Kita wants to fix covid issue |
| **Meeting Topic 3**: Next steps |
| We will meet with Dr. Windsor about what the new layout for the website should look like after we complete user testing, as well as fixing the lead deployment issue and finalizing Kita’s covid data |

| **Actionables** |
| --- |
| Fix lead deployment issue |
| Run user tests |
| Begin website redesign |