`I only created this file to write down in a bit more detail the things to do/related ideas. I added it here because I thought it might be useful for others like me who like seeing tasks in a checklist format. Feel free to use it/add to it. :)))

ToDo:

● User Understanding **Done**

○ Accurate identification and classification of the primary, secondary and tertiary stakeholders. Yes

○ Accurate high-level descriptions of the stakeholders’ roles are provided. Yes

○ Personas are representative enough to capture the spectrum of users.Yes

○ There is a reasonable, workable number of personas but not an exhaustive list. Yes

○ Personas are detailed in sufficient depth and with sufficient richness. Yes

● Requirements Planning **Done**

○ User stories are given in the right format. Yes

○ User stories are at a sufficient level of detail to enable sprint / increment planning. Yes

○ User stories meet the INVEST characteristics. (Independent, Negotiable, Valuable, Estimable, Small, Testable) Yes

○ User stories cover the key requirements. Yes

○ The product backlog contains an appropriate MoSCoW prioritization. Yes

● Project Planning

○ Sensible deliverables have been chosen for each increment, ensuring that value is delivered to the customer and that deadlines can be met. Yes

○ The increment plan reflects the prioritization of user stories. Yes

○ There is a workable sprint plan for the next increment. Yes

○ There is a sprint backlog. Yes

○ The burndown chart is in the correct format.In Progress

● Project Set-up

○ A sensible project infrastructure has been chosen and set up. (Git, IDE’s we will be using: IntelliJ, VSCode,Lucid Charts(UML), Maven, PlanningPoker.com, Google Sheets (Backlogs), Google Drive, Microsoft Word(burndown chart), Google Docs (backlog)) In Progress

○ Appropriate team communication tools have been chosen and set up. (Discord) Yes

○ Agile scrum tools have been investigated and set up (lightweight or tool-based are both fine). (Product and Sprint Backlog, Burndown Chart, Sprint, Buddy Working (where multiple people were assigned to 1 task), Scrum Meetings, MoSCoW,Sprint Leaders/Sprint (1st: Madhav, Patrik; 2nd: Andrew, Adam, 3rd: Guillaume, David), Story Points (our units), Planning Poker) In Progress

○ The main risks have been identified in the risk analysis. In Progress

○ The risk analysis provides sensible mitigation strategies. In Progress

Stakeholders, Personas, User Stories, Product Backlog, Sprint Planning, Report, Risks

Red = Not done, Green = Done, Orange = In Progress, Blue = Need to Discuss

Report Notes: I asked the lecturer last monday, what these are. I went through all the slides, and the things in the parenthesis were the things that qualified based on the criteria that Manuel described.

how product should look after sprint

4pm meeting tuesday

book room for review session

Ask Shize: Do we need to decide workforce for next sprint now?