Scrum Buddies Process Document

Group Software Engineering Project (ECM2434): Persuasive Gamification of Sustainability on Campus

**Group of 6 Decided (29/01/24)**

Achille Fossiez-Revenu, Charlie Silver, Greg Goursaud, Liam Buchanan, Luke Hales, Will Smith

Team Name: Scrum Buddies

**Important Links:**

Link to Trello Kanban Board - <https://trello.com/b/9S5p6byz>

Link to GitHub repo – <https://github.com/CharlieSilver1108/Sustainability-Game>

**Records of Meetings throughout the Project:**

**First meeting – Led equally amongst group members (10/02/24) – 45min**

- Ice Breaker session, get to know teams’ members

-Going through Project Specification

-First discussions on visions and epics for our app and what it would look like

-Brainstorming session, Outline of project and loose MoSCoW outline.

**Group Clinic 1 (12/02/24) -15min**

-Initial group meeting with module coordinator to discuss visions and epics of the project

**Group Meeting 2– Led by Greg Goursaud (12/02/24)-10min**

-Follow up meeting from clinic to further discuss ideas and distribution of work

-Assignment of (MoSCoW) Must have, Should have, Could have, Would have tasks (provided later, on page 3)

**Group Meeting 3– Led by Charlie Silver (14/02/24)- 20min**

-Official setup of kanban board using Trello

-Creation of GitHub repository along with separate branches for each team member

-Implementation of validation of push commits (pull requests also) to main to avoid losing any content unintentionally

**Group Meeting 4– Led by Luke Hales (16/02/24) -15min**

-First specifying of cards on kanban board (see snapshot for the 16th of Feb on page 7)

-Making sure no one has any problems with Github, Trello, eg everyone can pull/push onto GitHub and everyone can edit any Kanban card

**Group Meeting 5– Led by Achille Fossiez-Revenu (18/02/24) -15min**

-General meeting, talking about potential challenges and problems

-Reporting on what team members have worked on and will work in

**Group Clinic 2 (19/02/24)**

-Second group clinic meeting with module coordinator to discuss next steps and progress towards minimum viable product

**Group Meeting 6– Led by Charlie Silver (19/02/24) – 10min**

-Assigning of tasks to people (see Kanban snapshots later)

-Further discussing ideas from advice given in Group Clinic with module leader

**Group Meeting 7– Led by Liam Buchanan (21/02/24) – 15min**

-General meeting, reporting on what team members have worked on and will work on

**Group Meeting 8– Led by Achille Fossiez-Revenu (22/02/24) – 15min**

-Progress towards MVP check, testing of website

-Working out what needs to be done before fist submission (29th feb)

**Group Meeting 9– Led by Will Smith (23/02/24) – 15min**

-General meeting, talking about any challenges and problems

-Reporting on what team members have worked on and will work on

**Group Meeting 9– Led by Liam Buchanan(24/02/24) – 15min**

-Talk through validation process

-Assignment of first Validation task (see Kanban Board)

**Group Meeting 10– Led by Greg Goursaud (25/02/24)-20min**

- Testing of code to make sure everything works ahead of 3rd group clinic

**Group Clinic 3 (26/02/24)**

-Third group clinic meeting with module coordinator, looking at what needs to be done before MVP submission and Kanban board check

**Group Meeting 11– Led by Will Smith (26/02/24) – 10min**

-Following up on points made in Clinic

-Distributing of final tasks before MVP submission to make sure submission consists of everything we want

**Group Meeting 12– Led by Luke Hales (27/02/24) – 15min**

-Planning MVP submission

-Allocation of different documents for submission between members

**Group Meeting 13– Led by Charlie Silver (28/02/24) – 20min**

- Meeting to check contents for first submission is all ready

- Final Assignment of validation tasks

**Group Meeting 14– Led by Luke Hales (29/02/24) – 30min**

-Review of Process Doc, Product Doc and Tech Doc

**29/02/24- First Submission and Group Peer Review Form completed by each member**

**(MoSCoW) Must have, Should have, Could have, Would have tasks:**

**Must Have Tasks (10):**

Game Keepers

Tasks (EPIC)

User Profile (EPIC)

Reward Task Completion (EPIC)

Location-Based (QR) Task

GDPR Compliance

Earn Points from Tasks

Privacy Policy

Delete Account

User Authentication

**Should Have Tasks (15):**

Pollution Creation

Leaderboard

User Interface (EPIC)

Design User Interface

Implement User Interface

Code Task (Person-Based)

Location-Based (GPS) Task

Knowledge-Based (Quiz)

Create testing suite for login functions

Learning Page

User Avatar

Password Update

Username Update

Profile Picture

User Bio

**Could Have Tasks (7):**

Bonus Events

Teams/Rivals

Picture Task (Location-Based)

Pollution Clearance

Action-Based Task

Riddle Task

Awards/Badges

**Would Have Tasks (1):**

Public Messaging Service

**Total Tasks:33**

**Problems faced so far, with Solutions:**

Miscommunication between 2 members led to the “update account” card on the Kanban Board being worked on by 2 different people. Luckily problem was uncovered in the following group meeting before a lot of time was wasted.

On the rare occasion a team member wasn’t available to meet up for the group meetings, the meetings still went ahead. So that such problems (e.g. illnesses) didn’t slow down the team’s progress, notes of meetings were then summarised in group chat by meeting leader to make sure everyone was on the same page.

Challenge confronted with merging branches for a team member where separate database setup could not be merged at the same time, but resolved during the next group meeting.

**Work In Progress Limits- Specification (3), Implementation (6), Validation (4)**

We've decided on these specific numbers for our Work in Progress (WIP) limits after carefully evaluating our team's capacity, the complexity of tasks, and the flow of our work process.

For the "Specification (Doing)" column, we've set the WIP limit to 3. This decision was made because specifying tasks requires a high level of focus and detail. We thought that if we were to exceed this number, our accuracy in defining the requirements diminishes, leading to potential rework down the line. Keeping to three items ensures that each task gets the attention it deserves and is fully understood by the team before moving forward.

Moving on to the "Implementation (Doing)" column, we increased the WIP limit to 6. This is because the tasks in this stage are often more granular and can be progressed in parallel without as much interdependency. This higher limit reflects our confidence in handling more tasks concurrently without sacrificing quality.

In the "Validation (Doing)" column, we've set a WIP limit of 4. Validation is a critical stage where tasks are closely examined for quality and compliance with our standards. We believe that four is the sweet spot where we can effectively test and validate our work without creating a bottleneck.

**Tracking the Expected Completion Date**

To ensure our project timelines were both accurate and achievable, we regularly discussed Current Task Estimate (CTE), Task Completion Rate (TCR) and Task Add Rate (TAR) in our Group meetings. We calculate the total CTE by summing the estimated effort for all remaining tasks, and during our daily meetings, the CTE was reviewed and updated based on the tasks completed since the last meeting. This provided the team with a clear picture of our progress towards our goals.

CTE and WIP Limits: We've aligned our WIP limits with our CTE to ensure that the amount of work we commit to is realistic given our team's capacity and the complexity of tasks. This alignment prevented any problems such as bottlenecks or quality compromise, while allowing steady progress to project goals.

**Kanban Board progression in chronological order:**

Total snapshots so far: 14

The presence of two individuals assigned to certain tasks on the Kanban board was a strategic decision made to address challenges collaboratively. When a Challenge was brought up in the group meeting, another person was assigned to the task to help overcome the challenged faced.

First Snapshot - (14/02/24)

A screenshot of a computer

Description automatically generated

Snapshot - (16/02/24)

A screenshot of a computer

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Snapshot3 - (18/02/24)

A screenshot of a computer

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Snapshot4 - (19/02/24)

A screenshot of a computer

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Snapshot5 - (21/02/24)

A screenshot of a chat

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Snapshot6 - (22/02/24)

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Snapshot - (23/02/24)

A screenshot of a computer

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SnapShot - (24/02/24)

A screenshot of a computer

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SnapShot - (25/02/24)

A screenshot of a computer

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Snapshot - (26/02/24)

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Snapshot - (27/02/24)

A screenshot of a computer

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Snapshot - (28/02/24)

A screenshot of a computer

Description automatically generated

Snapshot - (29/02/24)

A screenshot of a chat

Description automatically generated

Final Snapshot before submission:

