



Sprint 3 Materials

10B

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Aviral Agarwal
Jack Payne
Ishaan Nigam
Dev Patel

Retrospective Summary

Summarize your retrospective meeting. Discuss what went right and wrong during the sprint, what changes (if any) need to be made regarding procedure, and what adjustments might need to be made to the product backlog. If backlog goals were not met, include an explanation of why not. The summary should be approximately 250 words.

GitHub Release Link

Create a GitHub release of a **completely working version** of the software and include a link to your release here. Note that some features may not be included if they are scheduled for later sprints, but you must have a **minimum viable product (MVP)** that a user can give feedback on.

Remember to commit to your repository each time a new feature is added/modified. Items should not be marked as “complete” on your backlog until they have been pushed to your repository.

Product Backlog

Your product backlog contains the list of tasks with their:

- priorities,
- dependencies,
- user story points (an estimate of effort involved from the unitless set {1, 2, 3, 5, 8, 13, 21}), and
- status {not started, in progress, completed}.

It should be updated continually throughout the project. Include the snapshot of the product backlog at the end of the sprint here.

Sprint Backlog



Your sprint backlog is a subset of the product backlog. It includes the list of tasks that were scheduled for the sprint. For each task, it provides:

- user story point value (from the product backlog),
- who assigned to,
- actual time spent, and
- status {not started, in progress, completed}.

It should also contain a **summary table** that shows the total number of completed user story points for each team member. The summary table should have a column for each sprint completed to date. These will be a factor in your individual contribution assessment.

Burn-down Charts

Include two burn-down charts, one for the sprint and one for the product.

- Burn-down charts should be reported in **remaining user story points** (not number of tasks) and show both the user story points remaining and actual hours spent over time. Remember that user story points measure the *relative* estimated effort. They correlate to time spent (but are not equivalent to actual hours/specific units of time.)
- The initial sprint burn-down chart is created from the sprint backlog. It should be updated after each SCRUM meeting based on team member status and feedback. Thus it should contain at least 5 data points (the start of the sprint, 3 SCRUM meetings, and the end of the sprint).
- The product burn-down chart should be updated once during the sprint and again at the end of the sprint. Thus, by the end of the project's 3 sprints, there should be at least 7 data points on the product burn-down chart (the start of each sprint, the middle of each sprint, and the end of each sprint).

Next Sprint's SCRUM Meeting Schedule

Include a list of your planned SCRUM meetings for the next sprint. You should have at least 3 SCRUM meetings in each sprint. (This section does not apply for the final sprint.)



Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Project 3

Prepared by: Ishaan Nigam

Meeting Date: 11/29/2023

Meeting Attendees

1. Ishaan Nigam
2. Shreyas Kumar
3. Dev Patel
4. Jack Payne
5. Aviral Agarwal

Meeting Agenda Items

- Planned out items for the remainder of the sprint
- Clarify requirements

Status Update Since Last Meeting

Accomplishments:

- No accomplishments

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Got clarification on requirements	Ishaan	Yes
Planned out remaining features that need to be done	Ishaan	Yes

Before The Next Meeting

Plans:

- Get menu board finalized
- Implement final API requirements
- Get a good start on the manager side

Task Assignments:



Task Description	Assigned to
Menu board cleanup	Aviral
Weather and Google translate API	Jack and Aviral
Manager side interface and features	Dev and Shreyas

Minutes from Previous Meeting

In the meeting, all team members were present. The main goal of the meeting was for all team members to be up to date on what is needed to be done for the Sprint. The team ensured a thorough understanding of the objectives, leaving no room for confusion among members. Specific attention was dedicated to clarifying the purpose of integrating weather and Google APIs with Jack and Aviral. Additionally, Shreyas and Dev have formed a clear plan for how to attack completing the manager side of the project. Overall, this was a successful meeting and everybody is on the same page.

SCRUM Meeting 2 for **ProjectName**

Prepared by:

Meeting Date:

Meeting Attendees

- 6.
- 7.
- 8.
- 9.

Meeting Agenda Items

-
-

Status Update Since Last Meeting

Accomplishments:

-



-
-

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)

Before The Next Meeting

Plans:

-
-

Task Assignments:

Task Description	Assigned to

Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).



SCRUM Meeting 3 for **ProjectName**

Prepared by:

Meeting Date:

Meeting Attendees

- 10.
- 11.
- 12.
- 13.

Meeting Agenda Items

-
-

Status Update Since Last Meeting

Accomplishments:

-
-

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)

Before The Next Meeting

Plans:

-
-

Task Assignments:

Task Description	Assigned to



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Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).



Include additional SCRUM Agendas and Minutes on new pages if necessary (if you have more than 3 SCRUM meetings in a sprint).