Below is a list that contains some of the documents and artefacts that I either created myself or assisted in creating. They are split between the two releases and do not include documents like the team agreement, user stories etc., or any documents created before sprint 1.

Underneath the two summaries you’ll find two lists, Release One Artefacts and Release Two Artefacts. These lists contain the 5 artefacts from release one and 5 artefacts from release two that I am submitting for my personal portfolio. Each artefact has a description of what the artefacts is, why I chose to include it and why it is important, and what my contribution to the artefact was.

**Summary of work I have completed during release one**

* Peer Review Business Letter
* Release and Sprint One Plan
* Sprint Two Plan
* Sprint One Burndown Chart
* Sprint Two Burndown Chart
* Release One Burndown Chart
* List of info that needs to be captured for the database
* Test Python Input Script

**Summary of work I have completed during release two**

* Peer Review Business Letter
* Sprint 3 Plan
* Sprint 4 Plan
* Sprint 3 Burndown Chart
* Sprint 4 Burndown Chart
* Release Two Burndown Chart
* Project Burndown Chart

**Release One Artefacts**

* Release and Sprint One Plan - Updated
  + The Release and Sprint One Plan shows what user stories will be completed in each release and specifically what user stories will be completed in Sprint One. The Sprint One Plan also includes sub tasks for each user story and the estimated and actual time taken to complete each task.
  + This artefact was chosen because it represents a significant portion of the work done towards completion of the project. This artefact was key in the completion of release one as it dictated the work that was to be done in release and sprint one.
  + I wrote a large portion of this document, specifically the tables that list the user stories and tasks for sprint one as well as other text for release one, two, and three.
* Sprint Two Plan – Updated
  + The Sprint Two Plan – Updated lists all user stories that were to be completed in sprint 2. The document also includes the sub tasks required to complete the user stories and the time taken to complete these tasks.
  + This artefact was chosen because it shows the work that was put into the early sprint planning and can be used to demonstrate the improvement made to later sprint plans. This document was crucial in the project as it was key in determining what user stories were completed in release one.
  + I put this document together with the help of Blake who added in the sub tasks and estimate for how long each task would take to complete.
* Sprint Two Burndown Chart
  + The Sprint Two Burndown Chart shows the progression of work done through the sprint and if we were ahead or behind the ideal schedule.
  + I chose this artefact because it demonstrates how work was tracked within individual sprints. This document was important as the tracking provided the team with information about whether we were behind or ahead of schedule for the sprint.
  + I compiled the data from the group of when tasks were completed and used this information to complete the sprint two burndown chart. The current sprint two burndown chart was completed by me but an initial draft of the burndown chart was made by Steph.
* Information input forms will need to capture
  + This document contains a list information that the database needs to store.
  + I chose to include this document as it demonstrates my contribution towards the construction of the databases. The database is a central part of the overall project and knowing what information the database needed to store was important as changing the database at a later stage might have proved difficult.
  + I created the document and wrote most of the dot points listed in the document. Ashleigh and Steph have also contributed to the document.
* Test Python Input Script
  + This artefact contains python code that creates a test input form with different types of inputs, text field, drop down, check box etc.
  + I’ve included this artefact because it demonstrates my contribution to the coding part of the project as well as demonstrates use of knowledge I have learned in a previous unit, specifically IFB104. This test python script confirmed that python could do what we needed it to do and demonstrated progress to the client during the first sprint.
  + I wrote all code in this file myself.

**Release Two Artefacts**

* Peer Review Business Letter
  + This document contains the business letter sent to the client after the sprint 3 demonstration.
  + This artefact was included because it provides evidence of my writing contribution on the project. The business letter was important to the project because it made sure the client knew what we wanted from them and also what we expected in future releases.
  + I wrote the entire letter myself using notes provided by other team members. The notes were in dot point form.
* Sprint 4 Plan - Updated
  + The sprint 4 plan shows the user stories that were scheduled for completion during sprint 4 as well as user stories from sprint 3 that weren’t completed. The sprint 4 plan also includes sub tasks for each user story and miscellaneous tasks based on client feedback.
  + I’ve included this sprint plan as it shows some of the planning work that went into release two and improvements over the release one sprint plan. This document played an important role in the project as sprint 4 is the last sprint that we are delivering so this sprint plan determines the functionality the project will have at the end of this unit.
  + I completed the majority of the sprint plan with help from Blake, who entered in some of the subtasks.
* Sprint 4 Burndown Chart
  + The sprint 4 burndown chart shows the progression of work done through the sprint and if we were ahead or behind the ideal schedule.
  + I’ve included the sprint 4 burndown chart because it shows how task completion was tracking throughout sprint 4 and also the improvements made to the sprint 4 burndown chart, mainly the inclusion of comments showing what was completed on a particular day. The sprint 4 burndown chart is important as it confirms the team has been able to complete all the user stories for sprint 4 and if not how much work wasn’t completed.
  + I completed the burndown chart by myself. Although comments and information about what was completed and when was provided by other team members.
* Release Two Burndown Chart
  + The release two burndown chart show progression of work done throughout release two and if work needed to be carried over to the next sprint.
  + I’ve included this burndown chart as it shows user story completion from a wider point of view than a normal sprint burndown chart. The release two burndown chart is important to the project as it shows how much work was done during release 2, which is half of the project.
  + I created this document myself with input from other documents, sprint burndown charts, which team members helped me with.
* Project Burndown Chart
  + The project burndown chart shows progress through release one and release two.
  + I’ve included this burndown chart as it shows how the project progressed from a wider view than any of the other burndown charts and can be used as the first point of references when reviewing the performance of the project.
  + I created this document entirely by myself. Data was obtained from the two release burndown charts, which I did by myself, and from the sprint burndown charts, which I had some help in creating and updating.