**In your Google drive directory, you have 6 folders. Please keep them organized. “Additional Materials” folder is for random files which you want to share with your team members.**

**Daily Scrum Meeting Minutes Sharing Notes:**

Dear All,

Please use this shared document for your Daily Scrum Meeting Minutes.( i mean the related shared document not this document ) . As a team, you must meet every day that you develop, which must be five days per week (preferably weekdays), or 10 days per sprint (sprints are two weeks long), except for the holidays.

Daily scrum meeting can take place in-person or online. During each meeting, each one of you quickly report on what you have done since the last meeting, what you plan to do until the next meeting, and what are the hurdles, if any.

The meeting minutes must be taken during the meetings (not afterwards) and reflected directly on the shared document. Taking the minutes is a group effort and everyone contributes in taking the notes.

All daily scrum meeting minutes must be reflect in this one document, one meeting minute after the other in a sequential manner. You may make a copy of the template and paste it right when you start a new meeting, starting from a new page in this document for a new meeting.

At the beginning of each meeting, each individual signs up by adding his/her name in the new meeting minute as an attendee. During each meeting, you must report in order, for example, in ascending alphabetic order of your first names.

When you are done with your own report, you will start taking notes for the next person in line. The last person in the list will take the note for the first individual in the list who reports first. After everyone has reported, you will take a moment to go over the notes taken by your team mate for your report to double check its correctness and to make sure everything is reflected in the minutes properly.

If for any reason, you missed a meeting, you still must reflect your report in the meeting minutes and you must indicate in parentheses in the attendee list that you did not attending the meeting. This must not happen more than two times during the whole semester.

Thanks much!

**Team Schedule Sharing Notes:**

Dear All,

This is your shared Team Schedule spreadsheet. Please reflect your development daily hours. Note that the following must be met for your group. Please insert your name, product owner name, and skype IDs.

First, you must reflect at least 20 hours(senior project), 10 hours(ASE and VIP) per week.

Second, at least one hour of your development time must be common among all the team members at least for five days of the week.

Third, there should be a two hour overlap of daily time for the whole group member calculated by the sheet (see row Shared T).

You can change this template every week, or you can create some copies of it for each week.

Please reflect your hours ASAP.

Many thanks!

**Time Card Sharing Notes:**

Dear All,

To give you the feeling as if you are working for a software company, I have created a Time Card Sheet for you guys to enter the hours of your daily work. When you start your work each day, you should enter the exact time (in this format hh:mm) and when you are done for the day, you will enter the time again. You can subtract the time for lunch/break using the Lunch In and Lunch Out. Please be as precise as possible. The expectation is that your actual daily time should be a reflection of what you indicated in your schedule, but it may differ a bit and that is okay.

You can start entering your hours that you remember from the past week and from now one, you should get to the habit of entering as you go.

Thanks much!

**Document Folder , Sprint Feature Document Notes:**

Dear All,

For each feature (i.e, user story) that you pick, you would need to create a copy of the template in Sprint1 folder, with the name reflecting the user story number in Mingle: "UserStory # --- / Name of student:.

Keep refining the feature documents that you develop and feel free to take a look at those created by your teammates to make sure that you catch overlapping/redundant concepts as soon as possible. Typically, you get suspicious of such overlapping/redundant concepts when you hear the report given by your teammates during the daily scrum meetings. You can then check the feature documents created by them and ask for a meeting to go over your features together and resolve any inconsistency issues.

At a later time, I will share the template for the Final Project Documentation, which should be used to consolidate all the feature documents that you guys will be creating throughout the semester.

Let me know if you have any questions.

Best,

**Sprint Meeting Minutes Notes:**

Dear All,

For your three sprint meetings, namely, sprint review, retrospective, and planning meetings, I have created three templates. All minutes must be reflect in these documents, one meeting minute after the other in a sequential manner.

Let me know if you have any questions.

Best,

**Sprint Feedback**

Hi,

I hope that all is well.

Please note that I will be using this sheet to provide you with my feedback regarding your performance in each sprint throughout the semester. You will be earning points that will be counted towards the 40% of your total grade.

Let me know if you have any questions.

Sincerely,

**Fall 2016 - Please Schedule Your Sprint Meetings**

My Dear Students,

Please note that we have 5 two-week long sprints (Sprint 0 to Sprint 7) and as indicated in our Tentative Schedule every other Friday, you are expected to finish each sprint at the same exact time, even if some of the user stories may not be fully done. Each team would need to coordinate with their product owner(s) to come up with common times for sprint meetings. The meetings do not have to be in person and can be online, if need be, but all students MUST attend all sprint meetings.

There are four sprint meetings that would need to be scheduled in the following order: Sprint Review, Sprint Retrospective, Sprint Planning Part I, and Spring Planning Part II. Below are some guidelines for these meetings. Please do make sure that the minutes for each of these meetings are properly reflected in their corresponding meetings minutes documents that I have mentioned before and using the templates that I have provided to you before. For the two parts of sprint planning meetings, please use the one template provided for sprint planning.

**Sprint Review Meeting:** This meeting has to be scheduled at the same exact time at the end of each two-week sprint and must be attended by all students and all product owners. During this sprint, students perform a show and tell, showing the product owners the user stories that were developed and getting their approvals. Any user story that is not fully done and/or not fully approved by the product owner must be placed back in the Product Backlog in Mingle.

**Sprint Retrospective Meeting:** This meeting must be attended by all students and should be scheduled after the sprint review meeting. It is optional for product owners. The students must review their performance, evaluate their work products, and reflect what went right, what went wrong, etc. in the corresponding meeting minutes and make sure that they were able to address those issues indicated in the previous retrospective meetings.

**Sprint Planning, Part I:** This meeting must be attended by all students and the product owner(s), and has to be scheduled after the sprint retrospective meeting. During this meeting, the product owner indicates what user stories have the highest priority and must be done during the next sprint. Students will make sure that all the assigned user stories are well understood and the total estimated work for all the user stories will not go over their sprint velocity. The assigned user stories to the next sprint must be prioritized by the product owner at the end of this meeting.

**Sprint Planning, Part II:** This meeting must be attended by all students and is optional for the product owner(s). It has to be scheduled after the Part I of the sprint planning meeting. Students will discuss who should work on what user stories, in what order, and will come up with a plan of action on how to make sure that all the user stories will be done within the time allocated in this sprint. Note that you guys would need to practice self-organization by being proactive and volunteer for tasks that you may be best suited among your peers to perform them.

Please reflect the schedule of all your sprint meetings in your **Team Schedule** document . You should be aware that from time to time, and definitely at the end of each sprint, I will be checking all your project documents, including all the schedules, time cards, etc., to make sure you are compliant with my instructions and guidelines.

Should you have any questions, please let me know.

Sincerely,

P.S. Please stay tune for your group biweekly feedback meetings with me that I will soon schedule on every other Monday in my office (or online) to show a demo of your work in the past sprint and to give you feedback on your performance in the past sprint.

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