

The Plan of Sprint1

Date

24/07/23 --18/08/23(4 weeks)

Team Members

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Sprint 1 goal

- Finish all sprint 1 checklist
- Choose the project topic first
- Set up our account on Confluence and GitHub
- Communicate with team members well
- Optimize all documentation with a clear structure
- Create the basic document skeleton
- Database and design model
- UI design diagram
- DO-BE-FEEL and Goal model
- Personas

Sprint Backlog Items:

ID	Task Name	Task Description	Task Dependency	Task Workload	Additional information
1	Confluence Management	Keep the confluence consistent with the Trello board	Task2	3 weeks	Contents are available and updated on Confluence (meeting minutes, scope of the project, diagrams, technologies used in the project, user stories, and test cases). Contents are consistent with Trello (or GitHub project) and with their code repositories.
2	Trello board Management	Keep the Trello board consistent with the Confluence and sprint backlog divided into user stories	Task1 Task3	3 weeks	We need to organize a product backlog and a lower-level sprint backlog. Tasks in the sprint backlog were estimated, had an appropriate due date, and had a sufficiently low level of granularity. A link to our Trello
3	DO-BE-FEEL model	DO-BE-FEEL model of our project	None	3 days	"Do (what should the solution do?)," "Be (how should the solution be?)," "Feel (how should the stakeholders feel when interacting with the solution?)"
4	Goal Model	Goal Model our project	None	5 days	A goal model is a conceptual representation used in various fields to define and structure goals or objectives. It is a way to visualize and analyze the relationships between different goals and their dependencies. Goal modeling helps in understanding the hierarchy, dependencies, and constraints among goals, which is crucial for effective planning and decision-making.
5	Analysis of requirements (User Stories or Use Cases)	User Stories of Project	None	3 days	The analysis of requirements was performed on most of the existing requirements. The [new set of] requirements is consistent with the scope of the project, completely covers the new capabilities required by the client, and is well documented/structured/organized on Confluence. The requirements can be documented in the form of user stories or use cases, supplementary specifications of design/implementation/deployment requirements, prototypes, and others. It may also be necessary to be explicit about what is not in scope to define the scope boundary more clearly.

6	Personas	2-3 personas	None	3 days	2-3 personas were validated (from previous/existing ones) or developed to help with requirements validation. Personas are based on the research done by students and the discussion with industry partners. Personas are inclusive and diverse.
7	Development environment	Development environment	None	2 days	Confluence is organized (cover page, project details, requirements, technical details about the project, meeting minutes, and so on). Trello (or Github projects or JIRA) is created, structured, and organized. Previous/existing project is deployed and could be used/tested as part of this requirements engineering phase. README file is updated and provides details about the project, and workflow (branches/naming conventions and so on).
8	Sprint 2 plan	Next Sprint2 plan of backlog	None	3 days	A plan (or discussion on what to do next) was provided (requirements to develop, technologies to use, infrastructure to deploy the project) for Sprint 2 and Sprint 3. Requirements were estimated and prioritized. Backlog items can be found in Trello
9	Meeting	Meeting management and meeting minute	None	5 days	Meetings are recorded in Confluence only. They were NOT exported to Github as they're part of an internal process.
10	Github	Git Hub documentation and account	None	5 days	Folders are structured (On Canvas, visit Assignment -> "Sprint 1: Confluence Space, project background and elicitation documents" page: you can find requirements for folders' structure.) Sprint 1 documents were exported from Confluence and added to the repository (and are updated) The README file is updated and explains the team's repository A baseline tag was generated for this Sprint (On Canvas, visit Assignment -> "Sprint 1: Confluence Space, project background and elicitation documents" page: you can find requirements for the baseline tag)
11	Team roles	Assign Team roles	None	1 day	Assign developer(backend, frontend), UI/UX, scrum master, Product Owner
12	UI design	UI design	None	3 days	UI design and keep updated according to the client's feedback
13	Database model	Database model	None	3 days	Database model
14	Backend design model	backend design model	None	3 days	Backend design model

Scrum meeting

Weekly Meeting with supervisor 5:30 pm, Monday

Internal StandUp Meeting: 7:00 pm, Tuesday.

Client Review Meeting: TBD

Team Meeting with RedBack: TBD

Review and Retrospective

Sprint Review and Retrospective: During 15/08/23–18/08/23

Design model:

Basic backend and frontend design model
UI prototyping
Basic UI interaction presentation
database model design
Receive user feedback and facilitate timely changes

Risk Management

Risks can be encountered at every stage of a project. The team has identified the following potential risks and prepared strategies to address them:

Changes in requirements: Requirements may change during communication with the client. For this reason, we will maintain regular contact with the client and update the requirements document after each change. Technical Challenges: During the development process, technical problems may be encountered. Team members will regularly share and discuss technical issues and consider advice from external experts. Time constraints: The project schedule may be delayed due to various reasons. For this reason, we will regularly check the progress of the project and reassign tasks or increase the work hours if necessary. Risk management documentation is recorded on Confluence to ensure that team members are aware of possible risks and how to deal with them.

Documentation Submission:

Keep all documentation are order and structured

Make sure the documentation with proper name on it

Make sure the GitHub with release Tag and correct branch name (also the push, and commit message)

The final submission needs to include all documentation (except the meeting minutes)

Everything needs to be double check before submitting to all team members

Summary

During this Sprint1 development process, the team will be focusing on a few key areas: primarily establishing basic communication with internal team members, keeping internal team processes running smoothly, establishing roles for everyone, keeping documentation written in a standardized manner, logging in to the various TOOLS successfully, and keeping the basic design idea diagrams created. I hope that in the following sprints, I will be able to build on my strengths and avoid my weaknesses.