

The Plan of Sprint 4

Date

20/10/23 --03/11/23(2 weeks)

Team Members

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Sprint 4 goal

- Finish all sprint 4 checklist
- all development finished by the end of sprint3 week
- After getting the feedback from Sprint3 and doing well in Sprint4
- Communicate with team members well
- polish the documentation
- Optimize all documentation and keep managing the Confluence and Trello
- Meeting minute check

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 their code repositories.
2	Trello board Management	Keep the Trello board consistent with the Confluence and sprint backlog divided into user stories	Task1	3 weeks	Our team organized a product backlog and a lower-level sprint backlog. Tasks in the sprint backlog was estimated, had an appropriate due date, and had a sufficiently low level of granularity. Here is a link to our Trello
3	Release TAG	Generate a release TAG on Github containing all project resources, including exported documents /diagrams from Confluence.	Github repository	3 days	The GitHub project needs to be ordered and Released
4	Demonstration Video of Your Product	Project demo recorded	None	5 days	Create a 3-5 minute (max) video demonstrating your product. Upload the demo video to Confluence.
5	ZIP File	ZIP all files for submission	Previous all files	5 days	Create an organized release on GitHub for the client, including documents, tests, data samples, prototypes, and images. Download the release from Github, pack it into a ZIP file, send it to the client along with release notes, and add it to Confluence under the Handover page.
6	Final Presentation Slides	Demo PPT	None	3 days	Add final presentation slides to Confluence and Github. Provide these slides to the industry partner for the final release package.
7	Sprint4 review	Sprint4 review documentation and meeting	None	3 days	Client Review Meeting and get feedback on our project
8	Sprint4 Retrospective	Sprint4 Retrospective documentation and meeting	None	3 days	For members playing in sprint 3 review what they did well and what they didn't do well. Maintain the good parts and improve the bad parts in the next sprint.
9	Product	Final project	Everything	3 days	Deploy the product, if applicable, and provide a URL on Github README for client access. If deployment is not possible, create a short recorded video to emulate the project and demonstrate current progress.

10	Document improvement	All document improvement if needed	Previous documents	3 days	Make sure that all the documents are ordered and detailed.
11	Project deployment	Project deployment	None	3 days	Deploy the project to the web(not just localhost)
12	Farewell meeting	Finish everything on our projects	None	1 day	Thanks to the contributions of team members
13	Individual assignment	individual reflection contribution report	None	3 days	individual part for each member
14	HandOver	Handover to client	Project deployment	1 day	Handover to client

Scrum meeting

Weekly Meeting with supervisor 5:30 pm, Monday

Internal StandUp Meeting: 7:00 pm, Tuesday. 8:30 pm, Friday

Client Review Meeting: TBD

Team Meeting with RedBack: TBD

Review and Retrospective

Sprint Review and Retrospective: During 28/10/23–03/11/23

Documentation Management

- Add clear code comments.
- Create technical documentation describing the system architecture, technologies, and third-party libraries.
- Develop user manuals for product usage.

Additional

- Continuously optimize completed tasks.
- Maintain communication with the supervisor and client.
- Focus on documentation.
- Polish all the sprint4 checklist documentation
- Prepare everything and zip it for final submission
- Farewell to the master project

Summary

During this sprint development process, the team will focus on a few key areas: firstly, reviewing the finishing touches of the website development that ended in sprint 3, as well as the performance and security testing that took place before week 11, and the usability of the website deployment. These tasks will ensure the interactivity and functionality of the website or application.

Then start to organize and polish each document against the sprint4 checklist, making sure that each file that needs to be submitted has been further UPDATED and that each team member has ensured that they have checked them. Continue to maintain meetings and communication within the team, and keep focusing on it until the last job is submitted.

Sorting and organizing the necessary documentation and GitHub code was also required to ensure that no files were missing from the final zip file submission.

The last thing is to thank all team members for their contributions and support during the four sprints and to organize and summarise the final sprint 4, which can be fed back to the teacher and also lay the groundwork for subsequent teamwork. Teams can also have a farewell meeting at the end, which can be used to conduct their mental activities, lessons learned, etc. during these four sprints, and facilitate everyone to write Reflection and contribution reports for their assignments afterward.

This sprint clarified the team's responsibilities and expectations when submitting the final project and presentation, setting the stage for a successful project.