PROJECT 1

SPRINT 1 ITERATION

ITECH3208

BY: PROJECT TEAM 02

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SPRINT 1 ITERATION

1. Theme and Wishlist:

Theme: To create a web application for the Employability.life, along with the functionalities such as course registration, booking, online lecture videos, and other such functionalities.

Wishlist: To create and test the database, as per the desired functionalities of interactive courses, and audio chat rooms. To have a user-friendly GUI for the interactive Influence courses on the website.

2. Sprint Backlog:

The sprint backlog consists of a set of product backlog items, that are chosen for a respective sprint. Based on the discussion held among the product owner, the SCRUM master, as well as the other members of the team, some of the high-priority backlog items have been selected for this particular sprint.

<u>The team would work on the product items mentioned below</u>: -

Requirement	Conditions of Satisfaction	Tasks and Estimates
US 01 As a new student, I want to register for interactive influence courses on Moodle.	The link for registration is available on the homepage of the website application. When a student, click on the register link, it should lead them to the registration page. The registration page would include the fields such as first name, last name, email-ID, respective password, and contact number.	**T1:** The option to register must be present for the students. - ½ Day (Jahanvi) **T2:** The student must be able to register themselves, thereby restoring their registration details, in the database management system. - 1 Day (Jahanvi)

	When the student gets registered, he/she would receive a 4-digit verification code in their registered mail ID or contact number. Once, a student enters the 4-digit number, he/she must be able to log in with the username, and password.	**T3:** Display a message, indicating to the student, that they have been registered for the respective course, successfully. - ½ Day (Jahanvi)
US 02 As a registered student, I want to log in to the interactive courses, available on Moodle.	The link for signing in must be available on the homepage of the website, for the students to log in. When a student, clicks on the login link, it should direct them to the login page. The login page would include the fields, such as username, and password. When the student clicks the submit button, a confirmation message will get popped up, informing the respective student that they have successfully logged in to the system.	**T4:** The option to log in must be present for the student to log in to the course. - ½ Day (Jahanvi) **T5:** The student must be able to log in themselves, thereby tracking their login activity in the database. - 1 Day (Jahanvi) **T6:** Display a message, indicating to the student, that they have successfully logged in for the course. - 1 Day (Sandeep)
US 03 As a student, I want to book a mentor session for a particular course.	The link for booking a particular mentor session must be available on the courses page, for the students. When a student clicks on the booking link, he/she should be directed to the booking page. The booking page would include fields such as student name, course they are	**T7:** The option to book a mentor session for a respective course, must be available for the students. - ½ Day (Jahanvi) **T8:** The student must be able to book the mentor session by providing details of the fields mentioned on the booking page, thereby storing those booking details, in the database system.

	interested in, and their preferred date and time, for the attending the sessions of that respective course. When the student clicks the submit button, a confirmation message will get popped up, informing the respective student that they have successfully registered for a mentor session, of the selected course.	- 1 Day (Sandeep) **T9:** Display a message, indicating to the student, that they have successfully booked a mentor session, for the course. - ½ Day (Jahanvi)
US 04 As a student, I want to submit my assignment for the course.	The link for assignment submission of a particular course must be available on the courses page, for the students. When a student clicks on the assignment submission link, he/she should be directed to the assignment submission page. The assignment page must have the option to upload files of different file formats, and it should also show the date and time of submission. When a student submits the assignment, the submission page must show a remark, indicating that the assignment is submitted for grading.	**T10:** The option to submit the assignment, must be available for the students. - 1½ Day (Jahanvi) **T11:** The student must be able to submit the assignment by uploading the respective document on the submission page, thereby storing those submission details, in the database system. - 1 Day (Jahanvi) **T12:** Display a remark, indicating to the student, that they have successfully submitted their assignment. - ½ Day (Sandeep)
US 05 As a student, I would like to create audio chat rooms, on career-related issues.	The link for creating audio chat rooms must be available on the chat room page, for the students.	**T13:** The option to create audio chat rooms, must be available for the students. - ½ Day (Jahanvi)

	When a student clicks on the audio chat room link, he/she should be directed to the audio chat room page. The chat room page must have a facility for the students to invite their friends, and trainers, to discuss their career-related issues and make their community. When a student creates an audio chat room, a message must be popped notifying, them that they have successfully created their audio chat room, and they can now make their community as well.	**T14:** The student must be able to create an audio chat room, invite their friends, and trainers to make their community, thereby maintaining all the respective details, in the database system. - 2 Day (Jahanvi) **T15:** Display a message, notifying the student, that they have successfully created their audio chat room. - 1 Day (Jahanvi)

3. Sprint Review

Review meeting 1:

Meeting	Review Meeting
Client Name	Marketa Mojzisova
Date:	28/04/2022
Start Time:	2:00 PM
Finish Time:	2:30 PM
Minute Taker:	Helisha Patel
Location:	Melbourne Campus
Medium of communication	Microsoft Teams

1. Meeting Objective
The aim of conducting the meeting with the client was to understand their requirements, and functionalities, regarding the project, that would assist in initiating the project, and keeping it on track.

2. Attendance		
Name	**Position**	**Attendance**
Nadun	Product Owner	Present
Helisha Patel	SCRUM master	Present
Jahanvi Darji	Designer	Present
Sandeep	Developer	Absent
Riddhi	Tester	Absent

3. **Actions**	
Topics/Discussion Notes	**Discussion led by**
Reviewing the information provided by the client	The product owner, and SCRUM master.
The functional and non-functional requirements were discussed	All team members
Have discussed the functionalities required by the client for the project, and showed our product backlog for a clear understanding	The product owner, designer, and SCRUM master.
Client Feedback	
The client suggested the team members to get familiar with the current functionality of the Employability.Life website, and thereby understand the improvements that could be implemented on the website.	

4. Next Meeting					
Date:	28/04/2022	**Time:**	Confirmed By email	**Location:**	Informed By email

Review meeting 2:

Meeting	**Review Meeting**
Client Name	Tabinda Khan
Date:	05/05/2022
Start Time:	2:30 PM
Finish Time:	3:00 PM
Minute Taker:	Helisha Patel
Location:	Melbourne Campus
Medium of communication	Microsoft Teams

1. Meeting Objective

The aim of conducting the meeting with the client was to discuss the revised product backlog items, as well as the theme and Wishlist for the project.

2. Attendance

Name	Position	Attendance
Nadun	Product Owner	Present
Helisha Patel	SCRUM master	Present
Jahanvi Darji	Designer	Present
Sandeep	Developer	Present
Riddhi	Tester	Present

3. Actions

Topics/Discussion Notes	Discussion led by
Reviewing the project details discussed with the client	All team members
The project theme and Wishlist were discussed	All team members
Have discussed the revised product backlog items, as sprint backlog, consisting of the requirements, conditions of satisfaction, and the tasks or estimates for the same.	The product owner, designer, and SCRUM master.

Client Feedback

The client suggested the project team to make more specific wireframes to demonstrate the design specifications of the project to be delivered.

1. Next Meeting

Date:	05/05/2022	**Time:**	Confirmed By email	**Location:**	Informed By email

Review meeting 3:

Meeting	Review Meeting
Client Name	Marketa Mojzisova
Date:	06/05/2022
Start Time:	2:00 PM
Finish Time:	2:30 PM
Minute Taker:	Helisha Patel
Location:	Melbourne Campus
Medium of communication	Microsoft Teams

1. Meeting Objective
The aim of conducting the meeting with the client was to demonstrate the specifications regarding the more interactive layout for the development of the interactive influence courses, on the website of Employability.Life.

2. Attendance

Name	Position	Attendance
Nadun	Product Owner	Present
Helisha Patel	SCRUM master	Present
Jahanvi Darji	Designer	Present
Sandeep	Developer	Absent
Riddhi	Tester	Present

<table>
<tr><th colspan="6">3. Actions</th></tr>
<tr><td colspan="5">Topics/Discussion Notes</td><td>Discussion led by</td></tr>
<tr><td colspan="5">Reviewing the design specifics discussed with the client</td><td>The product owner, designer, and SCRUM master.</td></tr>
<tr><td colspan="5">Visual demonstration of how the development of the interactive influence courses, could be more attractive, and engaging for the students, by displaying comparative research conducted with other such learning platforms.</td><td>The product owner, designer, and SCRUM master.</td></tr>
<tr><td colspan="5">Have discussed regarding the design, and layout specification for the interactive courses, as well as the functionality of creating chat rooms, by presenting relevant wireframes.</td><td>The product owner, designer, SCRUM master, and tester.</td></tr>
<tr><td colspan="6">Client Feedback</td></tr>
<tr><td colspan="6">The client recommended demonstrating a comparison of the design of the Employability.Life website, with that of other well-designed learning online platforms, for a clear understanding of the proposed design specifications.</td></tr>
<tr><td colspan="6">1. Next Meeting</td></tr>
<tr><td>Date:</td><td>06/05/2022</td><td>Time:</td><td>Confirmed By email</td><td>Location:</td><td>Informed By email</td></tr>
</table>

4. Retrospective meeting minutes:

What went well?

For the successful designing, development, testing, and maintenance of the project, roles and responsibilities are segregated and assigned to each of the group members, for facilitating a seamless project development process. The product owner of the team has provided an open platform, allowing all the group members to propose their views, and suggestions, regarding the design, development, and testing of the project to be delivered. In the foremost stage, we designed a team agreement document, followed by the Vision statement document was prepared and delivered, aptly, with the cooperation of all the team members. Additionally, the project initial plan, and the product backlog document, were also designed and demonstrated to the client. With the dedication and discipline of the whole team, the project designing process is efficient.

Actions:

Measures were undertaken for delivering quality work to the client, such as follow-up meetings, with the team members, as well as project progress-related discussion meetings with the client. The SCRUM master took the minutes of all the conducted meetings, later distributed them among the team members, and also shared the same with the client. Moreover, the platforms such as Microsoft Teams, and other social media platforms were used constructively for communicating within the team. Hence, the creativity among the team members got boosted, the innovative approaches were discussed, and the process of project designing commenced, effectively.

What went wrong?

The major issue we encountered was effective time management.

Actions:

For resolving the time management related issues, we have taken the below-mentioned mitigation steps: -

- The team set a few boundaries, regarding the time constraint.
- The initiative was taken to conduct an informal meeting, among the group members, get to know which issues each member is facing regarding the assigned time limit, and thereby assist them in resolving the issues, and working more effectively, as a whole team.
- Moreover, it was decided unanimously, that instead of fortnight planning of tasks to be achieved, weekly to-do lists would be prepared, and practiced accordingly, by the team members.

What could be improved?

At present, the team is in the early stage of project designing, and development, therefore while moving forward with the project, a lot many improvements will be made. The client's feedback would be taken, and relatively the changes will be made in the proposed design. Moreover, further, the client might even ask to add other few functionalities, thereby updating the entire flow of the website, and modifying it as per the requirement. Additionality, the team would work towards more effective time management for the project deliverables.

Actions:

For the above-mentioned improvements, follow-up meetings would be conducted with the clients, the team members would improvise the project design, and development process, accordingly. Efforts will be made, to deliver the project demonstration and documentation before the set timeline.

What is out of our control?

Factors that are out of control of the project team members are mainly, the culture practiced at the company of the client, and the technological, as well as the economical environment of the team, and the client, respectively.

Actions:

The project team, cannot entirely control the above-mentioned external factors, affecting the project deliverables, but some mitigation measure could be planned out well in advance, such that if any such out of control factors does take place, then the team members could manage them more efficiently.

5. Revised Product Backlog:

Priority Levels: 1- High 2- Medium 3- Low

User ID	User Type	Requirements	Conditions of satisfaction	Priority
US 01	STUDENT	As a new student, I want to register for interactive influence courses on Moodle.	The student will get registered, only when valid details related to personal and educational background, will be provided.	1

US 02	STUDENT	As a registered student, I want to log in to the interactive courses, available on Moodle.	The student would be logged in, only when suitable credentials are provided to them.	1
US 03	STUDENT	As a student, I would like to get enrolled in course of my interest.	The student will get enrolled successfully, only if they have logged in to the Moodle.	2
US 4	STUDENT	As a student, I want to get access to lecture sessions.	The student will get access to lecture sessions, only if they are logged in and enrolled, in that particular course.	2
US 5	STUDENT	As a student, I want to book a mentor session for a particular course.	The student will be able to book the mentor session, only if they have watched the lecture video of that specific course.	2

US 6	STUDENT	As a student, I want to submit my assignment for the course.	The student will be able to submit the assignment, only if they have completed the requirements of that specific course.	2
US 7	STUDENT	As a student, I want to view my grades for the course assignment.	The student will be able to view their grades, only if they have successfully submitted the assignment.	3
US 8	STUDENT	As a student, I would like to resolve some of my course-related queries.	The student will be able to resolve the queries, only if they have successfully booked the mentor session.	3
US 9	STUDENT	As a student, I would like to create audio chat rooms, on career-related issues.	A student can only create, the audio chat rooms, related to any particular issue, if they are logged in to the system and have been given access by the concerned authority.	2

US 10	STUDENT	As a student, I would like to create my community, by inviting my friends, and mentors.	A student can only create a community if they are enrolled, and the invited people gives the authority to be a part of the community.	
US 11	ADMIN	As an admin, I want to log in to the Moodle system.	The admin would be logged in, only when suitable credentials are provided.	1
US 12	ADMIN	As an admin, I want to view or update the records of the students, and other staff members of the course.	The admin can view, and update all the details of registered students and staff members, only if the admin has been logged in successfully.	2
US 13	ADMIN	As an admin, I want to view, update, and delete the lecture session videos updated by the mentors of the course.	The admin can view, the video, only if the admin has successfully logged in, whereas the admin can update, and delete the videos, only if the respective mentor has granted the permission to do so.	2

US 14	MENTOR	As a mentor, I want to upload a 40-minute-long lecture session for the course.	The mentor can upload the lecture sessions, only if they have logged in successfully, and has the authority for the same.	2
US 15	MENTOR	As a mentor, I want to answer student queries related to the course.	The mentor will be able to answer, only when the respective students, joins the mentor session, within the booked time slot.	3
US 16	TRAINER	As a trainer, I want to upload the assignment specification of the courses.	The trainer will be able to upload the assignment specification, only if they have logged in successfully, and have got access to upload.	2
US 17	TRAINER	As a trainer, I want to mark the assignments submitted by the students.	The trainer can mark the assignment submissions, only if the respective student has submitted the assignment.	2

US 18	CLIENT	As a client, I want to approve the project plans.	The client would be able to approve, only if the submitted project plan is fulfilling the requirements and functionalities demanded by the client.	1
US 19	CLIENT	As a client, I want to make the payments and accept the final deliveries of the project.	The client will be able to make the payment and accept the project deliveries, only if the project team has submitted all the project sprints deployed successfully as per the required functionalities, and within the specified deadline.	2
US 20	TECHNICAL TEAM	As a member of the technical team, I would like to fix any encountered glitches and make required system updates from time to time.	The technical team can fix glitches and make timely system updates, only when they are given access to the functioning of the entire system of Moodle, in order to reboot and maintain the system state.	1

6. Team Contribution and Progress:

Team Member	Roles	Contribution (Task Allocation)	Progress (Status)
Nadun	Product Owner	❖ Discussion with the client about the vision, and requirements of the project.	Completed
		❖ Conduct the meeting with the client to show the ongoing progress of the project.	In Progress
Helisha	Scrum Master	❖ To organize the project progression meeting with the client.	Completed
		❖ To plan, and organize stand-up group meetings, on daily basis.	In Progress
		❖ To ensure that the development is working in the right direction.	In Progress
Jahanvi	Designer	❖ To find the improvement areas of the current employability life website.	Completed
		❖ To add more functionalities (chat rooms, feedback) to the current website for improving student engagement.	In progress

Sandeep	Developer	❖ To implement new functionality as per designed by the designer on the current website.	In Progress
		❖ To manage all the codes and documents in the GitHub for backup and security purposes.	In Progress
Riddhi	Tester	❖ To test all the functionalities which are implemented by the developer.	In Progress
		❖ To check and mention the status of all the functionalities as per the requirements of the client.	In Progress