Scrum Roles and Diary.

Complete all 6 sections for the current Sprint (Typically the current planned week of work). Add more rows or tables as needed.
Use the current week as the name for the completed diary (e.g. Diary Week 3) **and uploaded to the KLE no later than 13:00 on the Friday of the current week**, where it will be reviewed by the module leader.

What's the purpose of a Scrum, Diary?

The Scrum Diary is like a daily journal for the Scrum team. It keeps track of what the team is doing, who is doing what, and any changes in their plans. It's a simple way to make sure everyone knows what's going on and what needs to be done next.

What is a sprint?

A sprint in Scrum is a short, fixed-length period (usually 1-4 weeks) during which the team works to complete a set amount of work. Think of it as a mini-project with a clear goal and deadline. During a sprint, the team focuses on specific tasks chosen from the product backlog to build and deliver a usable part of the product. The sprint ends with a review of the work done and planning for the next sprint. It's like a race to finish a certain amount of work in a set time.

1. Scrum Roles Holders:

Description: List the scrum roles (e.g., Scrum Master, Product Owner, Development Team Member) and assign team members to each role for the week.

Do not delete entries from this table!

Role	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Scrum Master	Hephzibah	Khadija				
Product Owner	Khadija	Hephzibah				
Development Team Member	Waqar Minoli Tebuho Obaid	Minoli Waqar Tebuho Obaid				

Scrum Master: Ensures that the team adheres to the Scrum rules and practices by supporting the Scrum process. They also try to get rid of everything that stands in the way of the group's advancement.

Product Owner: In charge of creating and setting the backlog's priorities so that the team can focus on tasks that will produce the most value. They speak for the wants and interests of the client.

Development Team: A variety of specialists responsible for carrying out the real work of creating, testing, and delivering the product. They make judgements on the technical aspects of the project and are self-organized.

NB. All members of the team, including the Scrum Master and Product Owner, are deemed to be in the **Scrum Development Team** role.

2. Additional Roles:

Description: Similar to Scrum Role Holders, but for non-scrum specific roles.

Do not delete entries from this table!

I've given some examples in the table for these types of roles (can be changed and modified to suit our needs)

Role	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	N/A	N/A				
	N/A	N/A				
	N/A	N/A				

Examples include:

Report Editor: Polishes and finalises reports, ensuring they are clear, accurate, and well-presented.

Researcher: Gathers and analyses information to support the team, helping in making informed decisions.

Programmer: Writes and tests code to build and improve the software or product.

Designer: Creates visual elements and layouts, focusing on aesthetics and user experience.

Team Manager: Oversees the team, ensuring everyone works effectively and meets their goals.

NB You might consider functional roles, such as team manager, report editor, proofreader. Skill roles are also sometimes useful, such as use case modeller(s). You may not want/need any of these. Please check that a role does not duplicate a defined Scrum role.

3. Scrum Product Backlog:

Description: Maintain an overview list of all required tasks (throughout the 6 weeks) and their status (e.g., Pending, In Progress, Completed), and any relevant notes.

- **DO NOT DELETE ROWS!**
- **If something goes out the scope of our project (we don't move forward with the idea), then give it a status of NA.**
- **You can reorder rows as needed, but do not change the ID of an item when you move it!**

For updating the status of the backlog items, use the following statuses:

- **C =** Item completed before or during this week.
- **I =** Item is incomplete/ongoing from the current Sprint's Backlog.
- **F =** Items that will be part of a future Sprint's Backlog.
- **NA** = Items now deemed out of scope or irrelevant (determined by Product Owner).

Note: An item that is labelled **C** or **NA** will normally remain with that status for all subsequent weeks. If the item gets re-opened (we come back to it to make changes) in some form, then put in a **new** Product Backlog Item with a **new** ID (do not worry about cross-referencing).

Item Id	Product Backlog Item	Week Added (use Semester week numbers)	Week Modified (use Semester week numbers)	Status	Notes
1	Read and understand scenario	1		C	Team members all need to read Forecast Conference Registration sheet and have a view on what we are being asked to do, and how to approach the task.
2	Read Scrum information	1		C	Team members all need to read up on Scrum and know how it works.

3	Plan use of Scrum	1	2	C	Team members discuss meaning and rotation of scrum roles, scrum time boxing, backlogs and Sprint events and agree how to proceed.
4	Diary and role rotation (occurs weekly)	1		-	Complete for week 1.
5	Assign roles: designers and presenters, coders?	1	2	F	Team discussion: agree roles within group each week.
6	Download data	1		C	Team members need to download the data and have a look at it.
7	Research conference forecasting	1	2	C	Team members all need to read a minimum of 3 papers on research into forecasting conference registration.
8	Initial evaluation of data	1		C	Team members need to evaluate the data together to gain insights on what is relevant.
9	Data visualization of given data	2		C	Team members explored and understand the patterns in the data through descriptive statistics and visualizations.
10	Model Selection	2		I	Team members need to search a model for data forecasting.
11	Model training	2		I	Team members will • Split the data into training and testing sets. • Train the selected model on the

					training set. • *Validate the model's performance using the testing set.*
12	*Parameter Tuning*	*2*		*F*	*If applicable, fine-tune the parameters of the selected model to improve performance.*
13	*Model Evaluation:*	*2*		*F*	*Team members will evaluate the model's accuracy using appropriate metrics, such as Mean Absolute Error (MAE) or Root Mean Squared Error (RMSE).*
14	*Forecasting*	*2*		*F*	*Team members will use the trained model to forecast the number of final registrations for future dates leading up to the conference.*
15	*Monitor and Update*	*2*		*F*	*Team members will adjust the model or consider retraining if necessary.*

Please add more rows as needed.

4. Current Sprint Backlog:

Description: Focuses on the mini-tasks being tackled in the current sprint, with their status and notes. If we finish a whole sprint's work early and start another sprint's work during that same week, then we will end up working on more than one sprint in the current week. In this case, we can make further copies the sprint backlog table to represent the multiple sprints for the one week.

Please overwrite/delete the previous week's information from the table when filling it!

Make sure that all Current Sprint Backlog entries (ID, Backlog Item, and status) are consistent with the Scrum Product Backlog (Section 3). The items should be present in both backlogs, but the notes may differ. If a current sprint is completed, **do not remove it.** Instead, add a new table to be used as the table for the current sprint.

SPRINT 1 START DATE: Week 1 **SPRINT END DATE: 29 Jan 2024**

ID	Current Sprint Backlog Item	Status	Notes	Action
1	*Read and understand scenario*	*C*	*Team members have read it and discussed it together.*	*N/A*
6	*Download data*	*C*	*Team members have downloaded the data and discussed format and cleanliness.*	*N/A*
2	*Read Scrum information*	*C*	*Team members have read through Scrum information*	*N/A*
3	*Plan use of Scrum*	*C*	*Tbd at Monday meeting*	*Plan rotation of scrum roles, scrum time boxing, backlogs and Sprint events and agree how to proceed after Monday meeting.*

ID	Current Sprint Backlog Item	Status	Notes	Action
8	Initial evaluation of data	C	Team members have evaluated the data together to gain insights on what is relevant.	Hephzibah will attempt to contact them.
4	Diary and role rotation (occurs weekly)	-	Week 1 Diary completed	Talk about role rotation for next sprint
7	Research conference forecasting	C	Team members conducting research over the weekend.	Will present our research in our Monday meeting.

Please add more rows as needed.

SPRINT 2 START DATE: Week 2　　　　　**SPRINT END DATE: Ongoing**

ID	Current Sprint Backlog Item	Status	Notes	Action
10	Model Selection	I	Team members have read it and discussed it together.	N/A
9	Data Visualization	C	Team members have taken 1 file per person, analysed it and made graphs out of it	Team members used python to visualize the data and excel to clean data.
11	Model training	I	Team members will research the model and how to train them.	N/A
3	Plan use of Scrum	C	To be done at Monday meeting	Plan rotation of scrum roles, scrum time boxing, backlogs and Sprint events and agree how to proceed after Monday meeting.
4	Diary and role rotation (occurs weekly)	-	Week 2 Diary completed	Talk about role rotation for next sprint

Please add more rows as needed.

- If the team worked on more than one Sprint this week, please duplicate the table above, and complete it for the additional sprint we worked on for the week. There should be a table for each **current** Sprint.
- Delete tables for completed Sprints each week.

5. Scrum Meetings This Meek:

Description: Record the **dates** of meetings, **attendees**, and major **discussion points** or decisions made. 2 weekly Scrum meeting slots would be enough (can have one in person, and one online), but towards the deadlines we may need more. **Make sure all the meetings are documented!**

Please delete / overwrite the previous week's information!

MUST RECORD NON-ATTENDEES AND THEIR REASON FOR NOT ATTENDING!!!

- If we had more than one Scrum meeting, please duplicate the table and complete one table for each meeting.
- All team members need to be listed every week.

Scrum meeting Date and Time: 29/01/2024 2:00pm-5pm

Team member name	Present	Notes
Hephzibah	Yes	- shared the findings of the papers and possible models we can use such as transformer models via sequence models and SVD. Proposed to analyse the data by splitting ourselves into teams and share the findings or further patterns on Thursday.
Hussnain	No (No contact yet)	N/A
Khadija	Yes	- Visualized the number of attendees by year via the "Julius" AI tool and excel and proposed to count the no. of registrations in each file by week. Have a prediction for week 3 and week 10.
Minoli	Yes	- talked about the possibility of using XGBoost machine learning technique to predict the number of registrations, shared the work done on the data files to find patterns and proposed the addition of more variables (columns) such as the booking duration (from booking opening to event date), month of the event and no. of people registering past the event date (online). SVD + finding a threshold.
Obaid	Yes	His first meeting so he participated in the discussion of the possible routes we can take and accepted the tasks for Wednesday, this meeting served as an introductory session to understand the context of the assignment.
Tebuho	No (contacted James	- N/A

	already as she was ill)	
Waqar	Yes	-Suggested predictive analysis using python. - proposed to spilt one file per person.

Scrum meeting Date and Time: 01/02/2024 3:30pm-5pm

Team member name	Present	Notes
Hephzibah	Yes	- visualized the files using python - proposed further forecasting methods
Hussnain	No (No contact yet)	N/A
Khadija	Yes	- proposed to analyse the graphs of whole files and give outcome in next meeting.
Minoli	Yes	- suggested researching models for weekend - proposed including sentiment analysis in report. - proposed to use Covid files data for separate analysis.
Obaid	No (No contact yet)	N/A
Tebuho	No (contacted James	N/A

	already as she was ill)	
Waqar	Yes	- Explained the Road map of whole project and next steps to be taken.

6. Summary of Changes to Teamworking

Description: Note any significant changes in team working methods or scrum processes, with dates and a brief description of why the change has been made. Also summarise the outcomes of retrospective decisions. If we started a Sprint this week, and Sprint Planning caused any changes to how we approached the work or organisation, note the changes.

Do not include changes already recorded in sections 1 to 5 above!

Please delete / overwrite the previous week's comments!

N/A