**Team Members:**
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- Kyle Gorges

Project Management Tool
- For our Project Management software tool, we will use Trello.
- Functional Requirements for Project
  - Schedule interface where the user can view their appointments and the appointment provider can view all appointments.
  - If appointments are already booked, the user must be notified and prompted to select a different time.
  - The user is able to create their own account and profile.
  - The user is able to select notification preferences, deciding when they want to be reminded of their appointment.
    - There will be a default reminder preference of one day (24 hrs) before the appointment.
  - The user will be able to see which appointment slots are filled and which are available.
  - The appointment provider will be able to set custom preferences for available times (only weekdays, etc.).
- Non-Functional Requirements for Project
  - General stability of the application, ensuring that the user does not experience and glitches, lag, errors, etc.
  - Security is a requirement in order to make sure that users' login information is unable to be accessed and exploited by other users.
  - Privacy is necessary to prevent users from viewing the schedules of other users using the application.
  - The application must be appealing and simple to use.
  - The elements of the application must be scalable in order to fit different size screens.

Plan Cycle within the Project Management Method

- We are going to have 4 sprints:
  - First Sprint
    - Have a skeleton website with a main loading page.
      - Set up basic database for appointment info
      - Set up live environment (raspberry pie)
  - Second Sprint
    - User account signup and login
      - Signup and login on website, signup and login on database
      - Store data separate for each user
    - Bare schedule included
  - Third Sprint
    - Have a working calendar that can notify you
      - Filter to eliminate taken appointments
    - Schedule layout working and reliable
  - Fourth Sprint
    - Finishing Touches
      - Front end interface design finished
      - Debug schedule (multiple user scheduling conflicts)
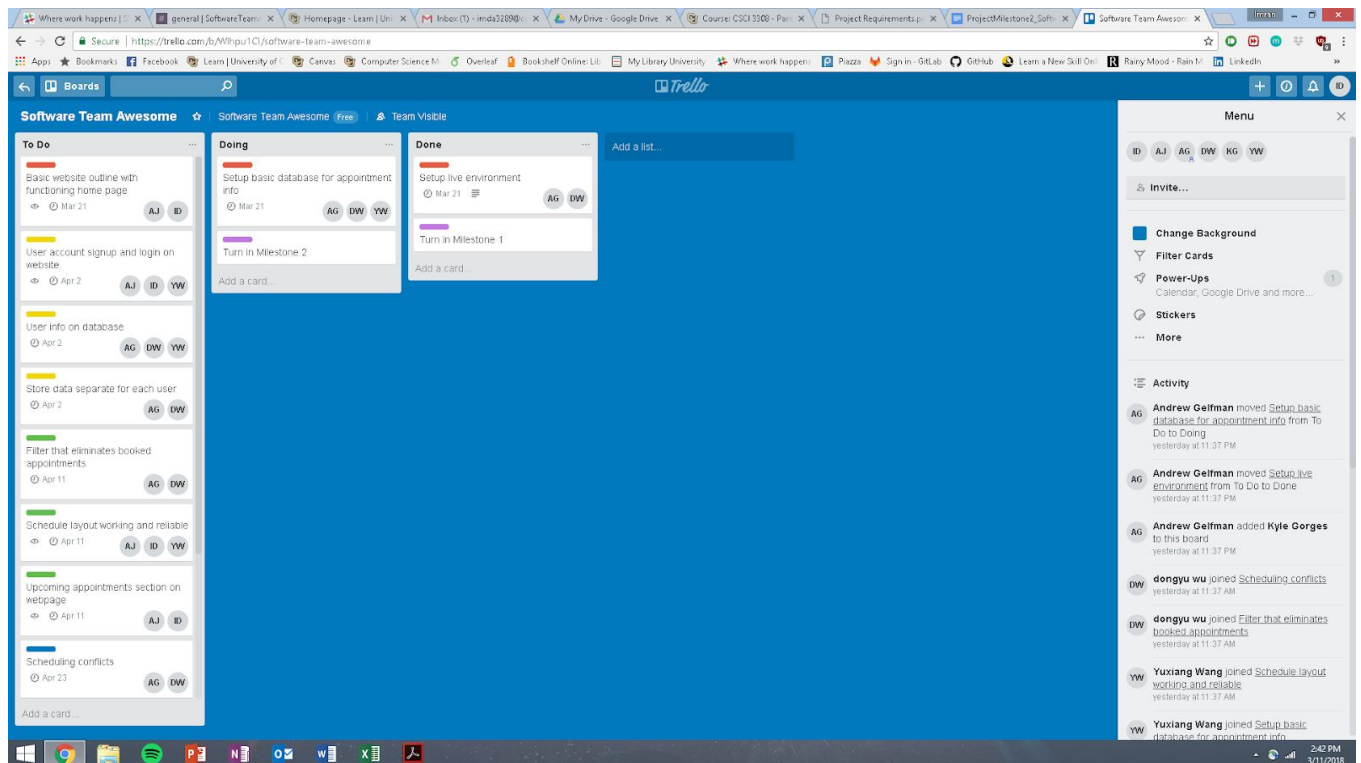
Sprints	Due Date
1	Mar 21
2	Apr 2
3	Apr 11
4	Apr 23

Agile Methodology

Our project development team first held an agile standup meeting in order to address numerous different aspects of the project and its progression. The meeting took place on March 10th at 10:00 a.m. All members of the team were able to meet in person except for one, who instead contributed to the work of the meeting later that day. During this meeting, three "scrum" questions were addressed. In response to "What have you completed since last meeting?", all team members communicated that they had reviewed the requirements for Milestone 2, created a Trello board for project management, developed a project plan, and developed a schedule for the project's progression. All team members also stated that they booked appointment times for Milestone 3. In response to the second question of "What will you complete before the next meeting?", it was decided that we will be halfway through our tasks for the sprint (as described on Trello) by the time of our next meeting, since we will meet during the upcoming week, which is halfway through our first sprint. Addressing the third question of "What obstacles or roadblocks will you face?", our team decided that reconciling the schedules of all team members will be our largest obstacle. Many team members have midterms and other projects going on that make it difficult to meet frequently in person. In addition, many team members have little experience with the technology we are utilizing, so learning these skills will be another obstacle.

Following our agile standup meeting, our team held a sprint retrospective meeting to discuss what went well during the last sprint, what did not go well during the last sprint, and what should be improved on for the next sprint. Elements of the development process that went well during the last sprint were quickly and efficiently setting up the Trello board, communicating effectively between team members, and establishing a schedule and plan for the continuation of the project. Elements of the project process that did not go well were establishing times where all members could meet in person, and determining the specific requirements of the rather vague assignment. In light of this discussion, our team note several ways in which we will work to improve for future sprints. First, we will focus on meeting more frequently throughout the entire duration of the sprint in order to ensure that all members will be able to actively be involved in the meeting and development processes. We will also work on

being more communicative to the team about our individual progress, which will help to make sure that all requirements of the project are being fulfilled in the most efficient manner.

Agile standup meeting
1. What have you completed since last meeting?
    a. We all said that we have looked through the Milestone 2 assignment, we have created a Trello board, developed a project plan, and have developed a schedule for the project. We have also booked times for Milestone 3.
2. What will you complete before the next meeting?
    a. Before the next meeting, we all said we hope to be about halfway through our sprint tasks because we are planning to meet during the week about halfway through our sprint.
3. Obstacles or roadblocks
    a. Again, everyone agreed that the biggest roadblock in this upcoming sprint is our schedules. This is midterm week so our capacities and working hours are limited.

Sprint retrospective meeting
● What went well
    ○ Quickly and efficiently set up trello board
    ○ Communicated effectively with team
    ○ Established times team can meet
● What didn't go well
    ○ One member was unable to meet in person
    ○ Assignment was a bit unclear
● Improvements
    ○ Meet more often throughout the sprint instead of at the end.
    ○ Communicate progress to team