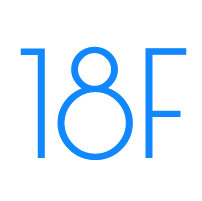
**Deliver To:**

****

Request for Quotation (RFQ)

4QTFHS150004

SIN 132-51

General Services Administration (GSA) Federal Acquisition Service, Integrated Technology Service National IT Commodity Program

401 West Peachtree Street NW, Suite 820 Atlanta, GA 30308

**Created by:**



1900 Campus Commons Drive, Suite 150

Reston, Virginia 20191

703.581.6500

Rich Zimmerman

Contracts Manager

Sprint/Release Review and Retrospective Meeting Summaries

2015

# Sprint 1

NOTE: SPRINT 0 REVIEW/RETRO WAS RECORDED UNDER ISSUES IN GITHUB.

**Sprint Review**

|  |  |
| --- | --- |
| **26** | As a user, I would like to view a summary of recalls that have occurred in the last 30 days so that I am aware of the latest recalls. |
| **34** | As a user, I would like to refine my results by type in order to see data specific to food, drug, or devices. |

Stats:

* Started Sprint with an ambitious goal based off of our first sprints worth of velocity
* Loaded sprint with the hard stuff first so if we failed, we did it early....glad we did!
* Didn’t end so well, we quickly learned the definition of done was a tough one
* Updates made to Sprint in the middle to adjust commitment –
  + Dropped two user stories as 26 ended up being problematic and needed to be broken out which we worked with the PO to determine the best route for this
* Earned 0, Velocity is now 4.5

Comments from Stakeholders:

* Stakeholder understood the process and had no comments on the unfinished user story
* Product Owner is integrated in the decision process so no surprises and no comments

**Retrospective**

Well:

* Got more of the app up
* Got the mock up more flushed out from the whiteboard to a workable page which has helped the dev team and the Product Owner get more in sync
* Triggered lots of backlog updates which is good
* Got design setup quickly and good understanding of big picture app

Not so well:

* CI setup was a bit more than expected but worked through it
* AWS automated deployment was a challenge
* PO is having trouble with updating taiga
  + Resolved by having him access it outside of his VM which kept disconnecting his internet
* Took longer to put together the test tool; unexpected setup tasks
* Hard to keep up with electronic communications - need to get on an online board
* Infrastructure is part of definition of done - hard reality
* Acceptance criteria not well flushed out before hand, Design Manager is working with Product Owner to resolve
* Nuances of API make some tasks a bit hard like pagination and sorting
  + Performed some backlog refinement to re-think the grid and the PO decided to break that functionality into a new user
* Taiga shows as if this sprint never had any work in it ☹

**Lessons to be implemented in next Sprint:**

* Breakout tasks in more detail
* Raise issues encountered to Scrum Master ASAP
* Move to slack or lync session

# Sprint 2

**Sprint Review**

#26 As a user, I would like to view a summary of food recalls that have occurred in the last 30 days so that I am aware of the latest recalls.

Stats:

* Made change to the user story after roadblock to limit to only food reports (dropped device and drop and made the separate stories)
* Started on two additional stories that were planned but they were not finished when the sprint ended. Kept PO in the loop about the possibility through the burndown chart.
* Earned 2, Velocity is 3.6

Comments from Stakeholders:

* Stakeholder understood the process and had no comments on the unfinished user story
* Worked with stakeholders to re-work the new Minimally Viable Product (MVP) based on outcome of 3 sprints. Defined the following as the new MVP:
  + Limit entire application to 30 calendar days and Food Recalls
  + Limit to summary and map view for food recalls
  + Provide key word search
  + Provide ability to see affected areas
  + See good trend data
* Updated backlog with new MVP assignments

**Retrospective**

Well:

* Got past the major hurdle of getting data from API and displayed on screen.
* Worked through several issues with the infrastructure that should remove road blocks for future sprints.

Not so well:

* Started a few of the stories while waiting on tasks to finish for the primary story. Goal was to ensure the first story was completed.
* Data processing issues such as Pagination and Aggregation took a lot of time.  Little things turned into big things and ate a lot of the time.
* Need to do better in planning/predicting effort and re-scoping work if taking too much time.

**Lessons to be implemented in next Sprint:**

* Time-box troubleshooting
  + 10 mins individual
  + 15 mins team
  + Raise to Scrum Master to remove issues
* Raise issues encountered to Scrum Master ASAP

# Sprint 3

**Sprint Review**

* 72 - As a user, I would like to view a map of the world and switch to it from viewing a grid.
* 25 - As a user, I would like to view the applicable enforcement report so that I can see all data.
* 104: System: Update/create system documentation

Stats:

* Completed all US planned
* Earned 6, Velocity is 4.25

Comments from Stakeholders:

* Add color to the modal window header
* Can we grey out the background when the modal window comes up?
* Add corn icon next to food selection tab if possible
* Change color of corn icon – possibly do green/yellow

**Retrospective**

Well:

* Having devs co-located helped implement our lessons learned
* Completed a nice shippable product
* Momentum is noticeable; time boxing issues really helped
* Felt much more cohesive then previous sprints
* Lots of out of the box options for continuous monitoring are in place which helps the overall load

Not so well:

* Spending time on activities that are part of the process of building
  + CI, Infrastructure, builds
* Took a bit long to get to where we are from our initial expectations
* CI / Stack – troubleshooting little bugs for connection taking long times
* Tooling finishing touches take longer than thought, affects completion on 4.5 hour sprints
* Consider changes to get faster builds to devs, builds are backlogged

**Lessons to be implemented in next Sprint:**

* Add everyone to the build failure message
* Get auto build scripts up to date by adding task to US on board to track updates to build docs when changes are made

# Sprint 4

**Sprint Review**

* 90 - As a user, I would like to see the total number of recalls in the last 90 days.
* 119 (Issue promoted to US) Add header to modal window for enhancement repor
* 117 (Issue promoted to US) Update color of corn, hard to see. Add to food label
* 30 - As a user, I would like to view a map of the recalls that have occurred in the last 90 days so that I can see where the recalls came from.
* 28 - As a user, I would like to refine results by a specific keyword so that I can see any recall information related to it.
* 112 - As a dev/ops eng, I would like to be notified if there are issues with production.

Stats:

* Determined there was not enough data in 30 days for it to be usable, made change to 90 days by default for all user stories after conference with PO.
* For 117, determined the addition of the food icon to the label did not provide the value the PO was looking for after showing him a demo.
* Did not complete US 112 in this sprint, short one custom monitor
* Earned 9.5, Velocity is 5.3

Comments from Stakeholders:

* Would like to see affected areas that would be more useful to the community

**Retrospective**

Well:

* CI finally started working correctly the way we meant it to
* Bootstrap template went well
* Troubleshooting issues/time boxing really helped
* Progress!
* Cohesiveness!

Not so well:

* Didn’t finish one of our user stories
* New technologies

**Lessons to be implemented in next Sprint:**

* No changes

# Sprint 5

**Sprint Review**

|  |  |  |
| --- | --- | --- |
| 33 | As a user, I would like to search trend data for keyword in order to gain additional knowledge about trends on the internet. | |
| 45 | As a user, I would like to view a map of affected areas based on my recalls. | |
| 82 | As a user, I would like to view a summary of drug recalls that have occurred in the last 90 days so that I am aware of the latest recalls. | |
| 83 | As a user, I would like to view a summary of devices recalls that have occurred in the last 90 days so that I am aware of the latest recalls. |
| 111 | As a user, I would like to see an 'About Defender' feature |
| 112 | As a dev/ops eng, I would like to be notified if there are issues with production. |
| 143 | As an DevOps eng, I would like to see reports of custom metrics in AWS cloud watch. |
| 188 | As a user, I would like to see a news feed for recall information |

Stats:

* Very ambitious with how many points we could accomplish in this sprint
* Minutes away from finishing all of them! Fell a bit short on 43, 82, and 83
* Earned 11, Velocity is 6.3

Comments from Stakeholders:

* Bug – not refreshing the map. Leaves a bit of a bad taste for a MVP.
* Toggle not working
* Likes the simplistic nature, provides a clean way to view a lot of data
* Location of the map on the top and the google trend data maps are a bit confusing, can we move the trend data so it’s not map on map
* Provide a differentiator between the trend data and the FDA data, right now they blend together
* Line up the About Defender with the tiles
* Link IntegrityOne to our website
* Update the mascot image
* Link home to a refresh
* Love that it works on the tablet device
* Drop the text More in the about and clean-up links

**Retrospective**

Well:

* Great job with the time-boxing feedback and notifying scrum master to remove issues
* Had the breakthrough, the team was on the same page and found their stride
* Got the news/trends data in finally!! Huge breakthrough
* Application looks great! Gotta love bootstrap!
* Was able to address the issues reporting during the demo in a few mins.
  + Changed completed points to 20

Not so well:

* Open workspace does require some self-regulation, ask a question when needed and not as distraction
* Worked on things that weren’t in the sprint
* Easy to start multi-tasking
* Didn’t commit frequently enough; got too focused…oops
* Didn’t get to finish the testing in the sprint

**Lessons to be implemented in next Sprint:**

* Plan more time for testing and implementing changes

# Sprint 6 – Release Sprint

**Sprint Review**

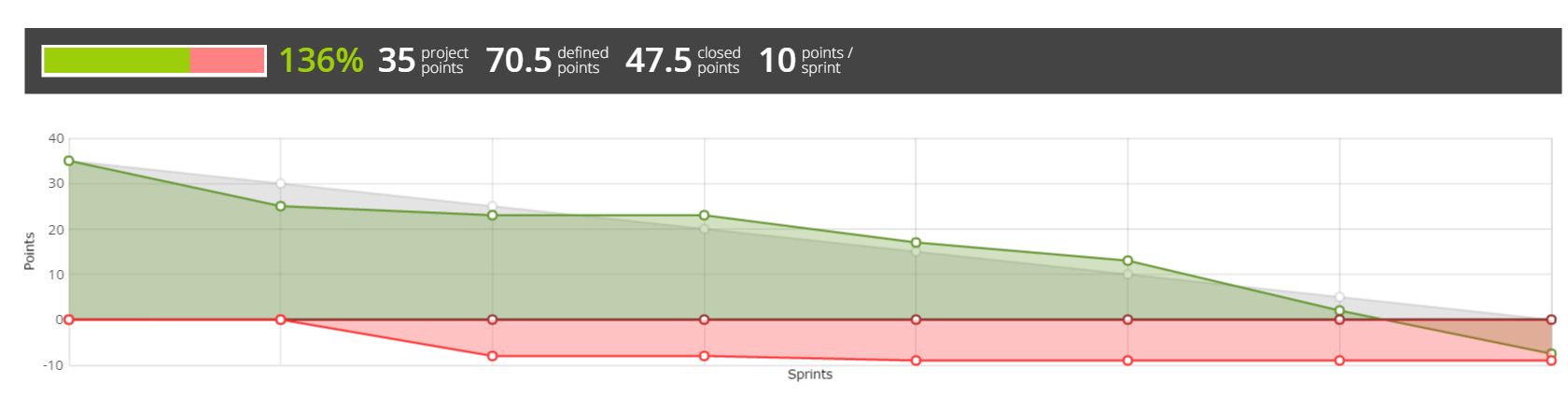
Determined at the beginning of Release Planning that creating and completing automated testing would be difficult to do during the 4.5 hour sprints because so much would be changing. Additionally, we knew with short sprints we would need a release sprint to tie up documentation and work out final integration and re-build instructions.

While we recognize work should not exist in a Release Sprint, since we decided not to do more sprints with the BPA extension and keep to our original time box release, we couldn’t help but to do two small user experience enhancements while we updated all the docs and tidied up our build procedures.

|  |  |
| --- | --- |
| 211 | Would like to see the date format in the grid display as MM/DD/YYY |
| 212 | Would like to see affected area colored similar to the color of the icon. |

**Release Review**

* Completed a total of 47.5, 12.5 points more than our original baseline of 35 points
* Completed across seven sprints which gives us a velocity of 6.7.
* Three issues remain open:
  + 229 – Map pulling logic can be better so it loads faster
  + 206 – Related Defender frames do not display 'Nothing Trending on Google!' when Google trends have no trends response- 33
  + 200 - The system does not display "Good news, no Affected areas!" when searching for recalls as per the requirement- user story 45



Comments from Stakeholders:

* Defender is awesome, amazing what can be accomplished in 27 hours.
* There are a few issues that remain from testing but they are minimal things, very impressed.
* “This is how all projects should be done” – Mike Waddell
* Creating for the government suddenly got fun again!

**Release Retrospective**

Well:

* Found our stride and everything came together about Sprint 3 which is pretty normal for a new team of people working together with some new technologies
* Scrum framework kept us honest and delivered product, we worked the framework and it delivered as it should, we wouldn’t have it any other way

Not so well:

* Lessons on the infrastructure with CI and the build process were frustrating
* Worked on things that weren’t in the sprint
* Easy to start multi-tasking
* Didn’t commit frequently enough; got too focused…oops
* Didn’t get to finish the testing in the sprint

**Lessons to be implemented in next Release:**

* Use of slack as an easy communication tool
* Do hours estimates for each task instead of summarizing due to short sprint lengths
* Make sprint lengths a full day. The short time was selected so that we could assess and adjust the plan which we did, frequently but it made getting a shippable product a bit tough