

Sprint 4 Planning

Sprint Details

- **Sprint Number:** Sprint 4 (Final Sprint)
- **Start Date:** 2025-06-01
- **End Date:** 2025-06-13
- **Sprint Goal:** Handover documentation and finalise the project delivery

Sprint Backlog	ID	User Story	Priority	Estimation	Assignee	Status	I	----	-----	-----	-----	-----
-	I	I	Final testing and deployment check	High	3	Sangmoon, Harold, Zona, Kate, Soyeon	Not Started	I	2			
			Finalise README for developers and non-technical users	High	4	Harold, Zona	Not started	I	3			
			Compile previous sprint documentation	Low	2	Sangmoon, Soyeon	Not Started	I	4			
			Write summary of key features and outcomes									
			Medium	2	Sangmoon, Harold	Not Started	I	5				
			Write client guide	Medium	3	Kate, Zona	Not Started	I				

Tasks Breakdown									
Task ID	Task Description	Related User Story	Assignee	Priority	Estimation	Status			
Dependencies	I	-----I	-----I	-----I	-----I	-----I	T1	Final test of platform & deployment check	5
	I	Soyeon, Kate	High	1h	Not Started	None	T2	Write developer README (environment setup, deployment, key files)	1
	I	Harold, Zona	High	2h	Not started	None	T3	Write user README for general users (web link)	1
	I	Harold, Zona	Medium	1h	Not Started	None	T4	Organise sprint documentations until Sprint 3	2
	I	Sangmoon, Soyeon	Low	2h	Not Started	None	T5	Summarise key features and functionalities of project	3
	I	Sangmoon, Harold	High	2h	Not Started	None	T6	Write future development guide for client (non technical client)	4
	I	Zona, Kate	Medium	2h	Not Started	None	T7	Write limitation and future development for future developers	4
	I	Zona, Kate	Medium	1h	Not Started	T2	T8	Team review of handover project	5
	I	Sangmoon, Harold, Zona, Kate, Soyeon	High	1h	Not Started	None			

Dependencies & Risks

- **Dependencies:**
 - Confirmation of final deployment URL and credentials
 - Ensuring cyber security consideration for deployment to public
- **Risks:**
 - Miscommunication in technical handover to non technical users
 - Device compatibility issues across platforms and devices (e.g., layout inconsistencies or environment setup in different laptop)
 - Lack of time for debugging if the unexpected issues arouse from final test

Sprint Commitments

- Complete all handover documentation (developer guide, user guide, client-facing summary)
- Ensure that the README includes setup, environment, technical requirement, and modification instructions
- Provide a clear overview of key features and outcomes from the project
- Assist the client with understanding how to use the features of project
- Perform final cross-device testing before the final presentation or submission

Notes

- The team will meet Wednesday 1:30 PM and Sunday 11:00 AM to discuss the progress of the sprint.
- Each team member is responsible for contributing to the review process
- All handover materials will be uploaded to the shared GitHub repository