

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
1	Final testing and deployment check	High	3	Sangmoon, Harold, Zona, Kate, Soyeon	Done
2	Finalise README for developers and non-technical users	High	4	Harold, Zona	Done
3	Compile previous sprint documentation	Low	2	Sangmoon, Soyeon	Done
4	Write summary of key features and outcomes	Medium	2	Sangmoon, Harold	Done
5	Write client guide	Medium	3	Kate, Zona	Done

Tasks Breakdown

Task ID	Task Description	Related User Story	Assignee	Priority	Estimation	Status	Dependencies
T1	Final test of platform & deployment check	5	Soyeon, Kate	High	1h	Done	None
T2	Write developer README (environment setup, deployment, key files)	1	Harold, Zona	High	2h	Done	None
T3	Write user README for	1	Harold, Zona	Medium	1h	Done	None

Task ID	Task Description	Related User Story	Assignee	Priority	Estimation	Status	Dependencies
	general users (web link)						
T4	Organise sprint documentations until Sprint 3	2	Sangmoon, Soyeon	Low	2h	Done	None
T5	Summarise key features and functionalities of project	3	Sangmoon, Harold	High	2h	Done	None
T6	Write future development guide for client (non technical client)	4	Zona, Kate	Medium	2h	Done	None
T7	Write limitation and future development for future developers	4	Zona, Kate	Medium	1h	Done	T2
T8	Team review of handover project	5	Sangmoon, Harold, Zona, Kate, Soyeon	High	1h	Done	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