Ways of Working (WOW) for Fitness App Development

Our team used the Scrum process model to develop this project.

Brief Introduction to Scrum

Scrum is a team-oriented agile project management methodology used in software development.

Overview of Scrum:

- Teams self-organize and self-manage, work towards a common goal, learn from experience, and adapt to change.

- Main principles: transparency, reflection, and adaptation.

- Continuous feedback and improvement

- All estimation is done by the team.

- There are short daily standup meetings to report what was done and identify obstacles.

- Scrum uses iterative and incremental processes known as sprints.

- Sprints are timeboxed iterations of a continuous development cycle that should only last up to four weeks at most.

- Each sprint produces a software deliverable that provides value to the customer.

Each iteration has:

- **Sprint planning:** Team members estimate the work to be completed in the next sprint. Members define sprint goals that are specific, measurable, and achievable.

- **Sprint:** A sprint is the actual time period when the team does their development work for the tasks they were assigned during sprint planning.

- **Sprint Review:** At the end of the sprint, the team gets together for an informal meeting to review the work completed.

- **Sprint Retrospective:** The team comes together to document and discuss what worked and what didn't work during the sprint, and make any improvements.

Why Scrum Is A Good Model For Our Team

- Scrum allows us to divide our large project into easily manageable sprints Will help our team complete project deliverables quickly and efficiently

- Short sprints enable us to make necessary improvements based on feedback a lot more easily.

- Scrum requires regular standup meetings, which will help us stay aligned and allows us to help each other resolve issues.

- Because standup meetings will be done regularly, we will be able to mitigate ri sks early.

- The flexibility of the Scrum process model will help us adapt to any changes w e may need to make along the way.

- Scrum is reliant on teamwork and requires that everyone work towards a com mon goal, so we will be able to collaborate more.

- This collaboration will help us all commit to our shared vision and will foster m ore creativity, problem-solving, and efficiency.

Roles

1. Product Owner and Scrum Master and their responsibilities:

- Monitoring what the team is working on and ensuring that the product backlog is up to date.

- Together with the development team:

  - Creating the product vision and strategy.

  - Helping plan sprint backlogs.

- Delegating tasks

- Leads weekly standup meetings

- Monitoring how the team is performing making sure the project is on track.

- Lead sprint retrospectives

2. Development Team Members -

   Development team members are responsible for completing their assigned weekly deliverables. They are also responsible for:

- Along with the Scrum Master, they will help create product backlog

- Create user stories

- Create use cases

- Conduct market research

- Conduct user story estimation

- Contribute to the Problem Statement and SRS document

- Design their assigned prototype screens on Figma

- Lead sprint review meetings

Cadence of Deliverables:

Each sprint will last one week. Deliverables will be due every Monday at 9pm.

Cadence and Purpose of Meetings:

Our team will hold 5 different types of meetings:

- **Product backlog and agile estimation meeting (once):** We will develop our pr

    oduct backlog. We will define tasks, the estimated effort of them, and set a pri

ority for each of them. We will also conduct agile estimation to define story points for each task.

- **Iteration/Sprint planning (beginning of each sprint):** Review project's backlog items and determine what will be prioritized in the next Sprint Backlog.

- **Sprint Review (end of each sprint):** Development team members will discuss what they accomplished and present their work. We will also assess and adjust the product backlog as needed.

- **Sprint Retrospective (end of each sprint, after Sprint Review):** Entire team will discuss:

  - What was done *well* during the sprint

  - What didn't go as planned

  - What should be improved for the next sprint

- **Standup meetings:** Due to conflicting school and work schedules, our team will not be able to meet every single day as Scrum requires. Instead, we will hold standup meetings every two days. In these meetings we will discuss progress, address concerns, and help each other by removing any impediments we may be facing.

Team communication:

The team will use Discord as the main communication channel. Discord allows for open and smooth discussion, in a timely manner that gets instant feedback. All questions, concerns, documents, and meeting agendas will be posted in the Discord server. Weekly standup meetings will be conducted online via Zoom.

Decision Making:

All decisions will be made as a team, in order to avoid confusion and group coordination risk. This ensures team alignment. It also increases transparency and collaboration within the team.

Task Delegation:

Tasks were delegated based on each team member's interest. Each team member had the freedom to choose which features of the application they wanted to work on and what tasks they wanted to be responsible for.

Improvements in Our Ways of Working:

- It would have been beneficial to meet more often within the week. Unfortunately, due to conflicting schedules and lack of time, we could only meet twice a week. It would have been easier to track progress and stay aligned if we often.

- At the beginning, we had a hard time distinguishing which team members would work on which task, which caused confusion, and left certain tasks undone. We fixed this problem eventually by making each team member select which task they would do during our sprint planning and make sure no task was left unassigned.