



Check list of support

- **User stories**
 - Description
 - persona
 - acceptance criteria
 - Priority
 - Estimate (hours)
 - Subtasks
- **ceremonies**
 - Sprint planning
 - Daily Scrum
 - Sprint review
 - Sprint Retrospective
- **Sprint Execution**
 - Assignment
 - time recording
 - burndownchart

User stories

Create Issue

Configure Fields

Project*

MEN_TEST (MEN)

Issue Type*

Story

?

Summary*

I as a user want to login in the app so I can browse for a vaccine

Reporter*

Alberto Manuel Gomes Mendes

Start typing to get a list of possible matches.

Component/s

None

Description

Style

B I U A

Link

List

Emoji

+

Acceptance Criteria:

1. GIVEN I'm a logged user in the app WHEN I search for the keyword "vaccine" THEN all items in the landing page are vaccines

2. GIVEN I'm a logged user in the app WHEN I filter for "vaccine" THEN all items in the landing page are filtered accordingly

Create another

Create

Cancel

User story format:

*I as <user> want <function>
so that <purpose>*

Note: May be placed here a title or summary and in the field description the Format of User Story.

Formatof

Acceptance criteria BR

Given <pre-Condition> when
<action>

- *then <expected result>*

Orvia checklist:

1. test 1 -> expected result
2. test 2 -> expected result

User stories

Create Issue Configure Fields

Priority Highest

Labels Buyer

Attachment Drop files to attach, or browse.

Linked Issues blocks

Issue +

Assignee Automatic

Epic Link I as a User want to login so that I can order a medication

Sprint MEN Sprint 0

☐ Create another Create Cancel

Priority

persona

note: Also can be placed at description

Link to the Epic (when applicable)

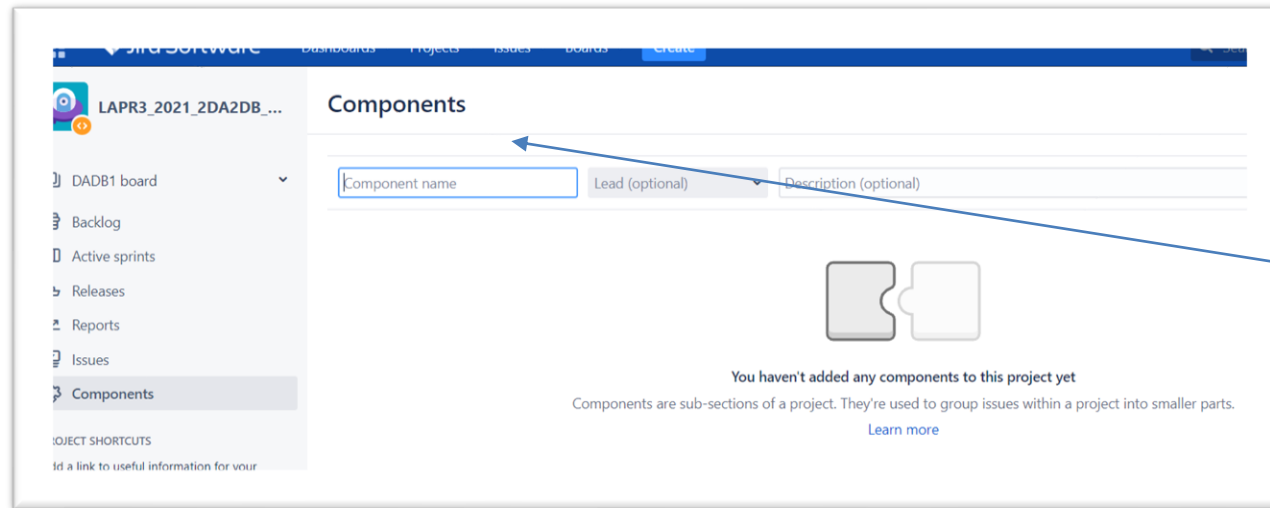
User stories

The screenshot shows a Jira user story card. The card title is 'MEN_TEST / MEN-7'. The story text is 'I as a user want to login in the app so I can browse for a vaccine'. The estimate is currently 'Unestimated'. Below the story text, there is a section for 'Sub-Tasks' which is currently empty, showing 'There are no sub-tasks'. A 'Create Sub-Task' button is visible at the bottom of the sub-tasks section. Two blue arrows point from text labels on the right to the card: one points to the 'Unestimated' text, and the other points to the 'Create Sub-Task' button.

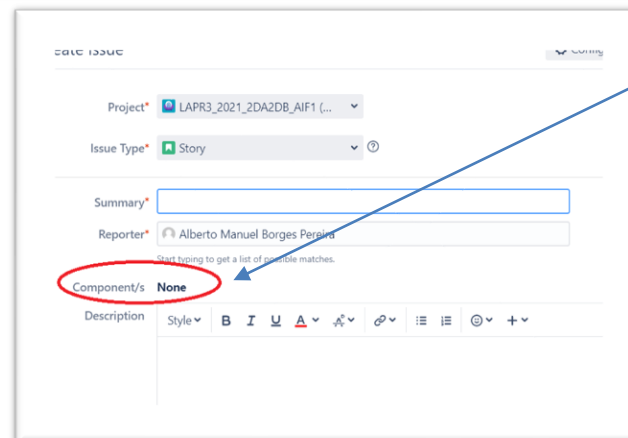
Estimated

Add Subtasks

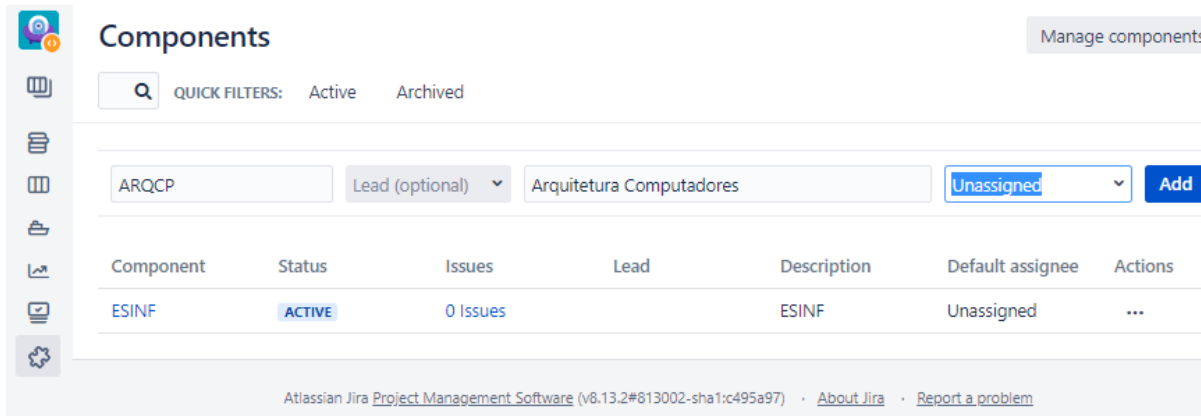
components



Configure components and associate them with items. The components must be the themes of the US (FSIAP, ESINF, etc) or others that are relevant to the planning



components

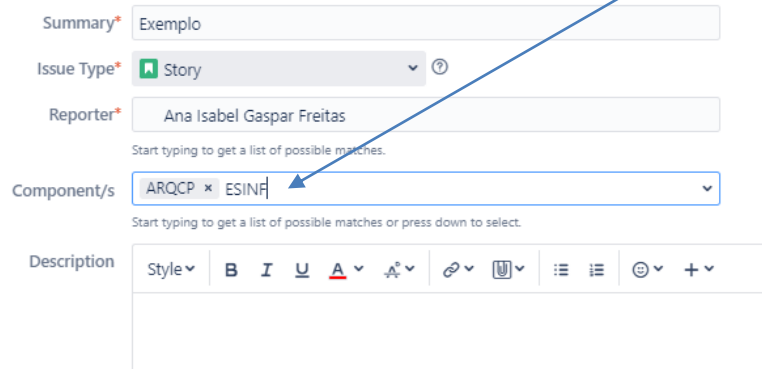


The screenshot shows the Jira 'Components' page. At the top, there's a search bar and quick filters for 'Active' and 'Archived'. Below this, there's a form to create or edit a component with fields for 'Name' (containing 'ARQCP'), 'Lead (optional)' (a dropdown), 'Archetype' (containing 'Arquitetura Computadores'), and 'Default assignee' (a dropdown set to 'Unassigned'). An 'Add' button is to the right. Below the form is a table of existing components.

Component	Status	Issues	Lead	Description	Default assignee	Actions
ESINF	ACTIVE	0 Issues		ESINF	Unassigned	...

At the bottom, there are links for 'Atlassian Jira Project Management Software (v8.13.2#813002-sha1:c495a97)', 'About Jira', and 'Report a problem'.

To create new components, its possible to do it in the components menu or directly in the association of the component to their issue



The screenshot shows the Jira issue creation form. Fields include 'Summary*' (containing 'Exemplo'), 'Issue Type*' (a dropdown set to 'Story'), and 'Reporter*' (containing 'Ana Isabel Gaspar Freitas'). Below these is the 'Component/s' field, which contains 'ARQCP x ESINF'. A blue arrow points from the text above to this field. At the bottom is the 'Description' field with a rich text editor toolbar.

ceremonies

- **Sprint planning**
 - They must be performed at the beginning of each sprint.
 - The resulting artifact is the sprint backlog
 - All sprints must start on Monday at beginning of the morning
 - The first sprint must start at 7 November
 - to start the sprint follow the [method described here](#)

ceremonies

The screenshot shows the 'Create Issue' form in Jira. The 'Project' is set to 'MEN_TEST (MEN)'. The 'Issue Type' is 'Task', which is highlighted with a blue arrow from the text 'as a task in Jira'. The 'Summary' is 'Daily Scrum 30/12/2021'. The 'Reporter' is 'Alberto Manuel Gomes Mendes'. The 'Component/s' are set to 'None'. The 'Description' field contains the following text: 'Attendees: João: Worked in issue [MEN-7](#) and will keep on [MEN-7](#) for more 2 days. No blockages. Pedro: Worked in issue [MEN-4](#) and finished. Will start today MEN-9. Needs DB access for tomorrow. Júlia: Didn't show for the meeting'. A blue arrow points from the text 'Each person must answer the 3 questions' to the description field. At the bottom, there are buttons for 'Create another', 'Create', and 'Cancel'.

• Daily Scrum

- Must be held daily with all group members
- **It must be documented, on the same day, as a task in Jira**
- Each person must answer the 3 questions
 - what i did yesterday
 - What am I going to do today
 - What impediments do I have
- Each presente team member must leave a comment on the item

ceremonies

- **Sprint review**
 - They must be performed at the end of each sprint by the entire team.
 - They must create a task with a summary of the session:
 - Present elements and main conclusions
 - It is recommended to use as preparation for the final presentation
 - Identified bugs or improvements must give rise to Bugs, Tasks or new User stories

ceremonies

Create Issue Configure Fields

Project* MEN_TEST (MEN)

Issue Type* Task

Summary* Sprint 1 - Retrospective

Reporter* Alberto Manuel Gomes Mendes

Start typing to get a list of possible matches.

Component/s None

Description

Style B I U A Link List Emoji More

Attendees: All team members except Paulo.

What went well: Communication. Response to change

What went wrong: People were often late for our daily

What will we do different next sprint: We will start the daily scrum 1h earlier to avoid delays due to traffic jam.

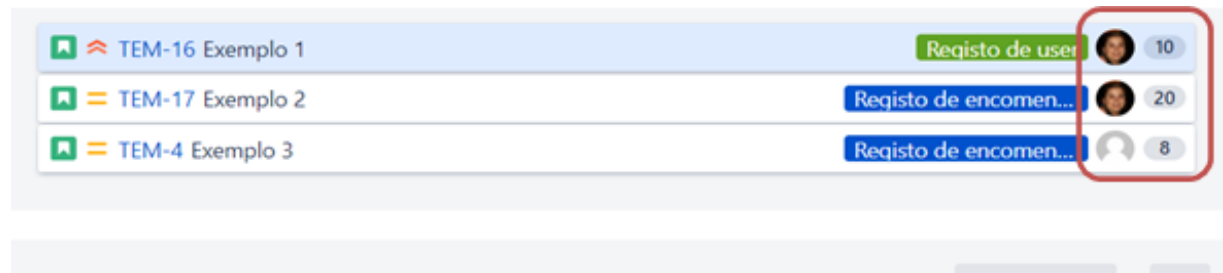
☐ Create another Create Cancel

- **Sprint retrospective**

- Must take place at the end of the sprint with all group members
- **It must be documented, on the same day, as a task in the Jira**
- The team must answer the 3 questions:
 - What went well in the sprint and what we want to keep
 - What went wrong and we want to improve
 - What improvement will we implement in the next sprint
- **At the end they must close the sprint. The [process it is described here](#)**

sprint execution

- **Assignment**
 - During the sprint execution, they must assign the items to whoever is responsible for their execution



sprint execution

- **time recording**
 - Each team member should record the hours spent, as well as fine-tune the remaining estimate frequently.

Administrative functions. Drop access if you no longer require it. For more information, refer to the documentation.

sards

Log Work: G00-2

Time Spent* 4h (eg. 3w 4d 12h) ⓘ
An estimate of how much time you have spent working.

Date Started* 01/Dec/19 11:50 PM ⓘ

Remaining Estimate

- ☐ Adjust automatically
the estimate will be reduced by the amount of work done, but never below 0.
- ☐ Leave estimate unset
- ☒ Set to 2h (eg. 3w 4d 12h)
- ☐ Reduce by (eg. 3w 4d 12h)

Work Description

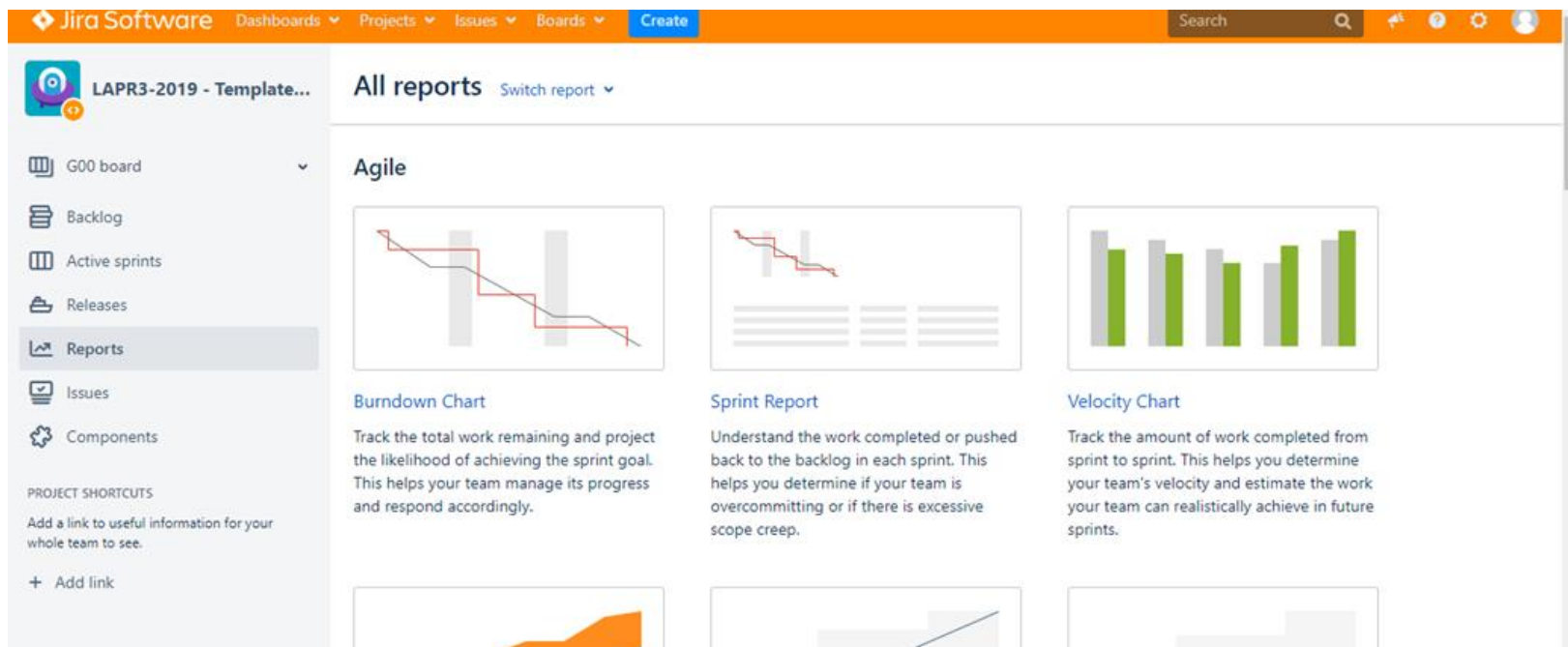
Style B I U A [color] [background color] [link] [list] [list] [icon] +

Log Cancel

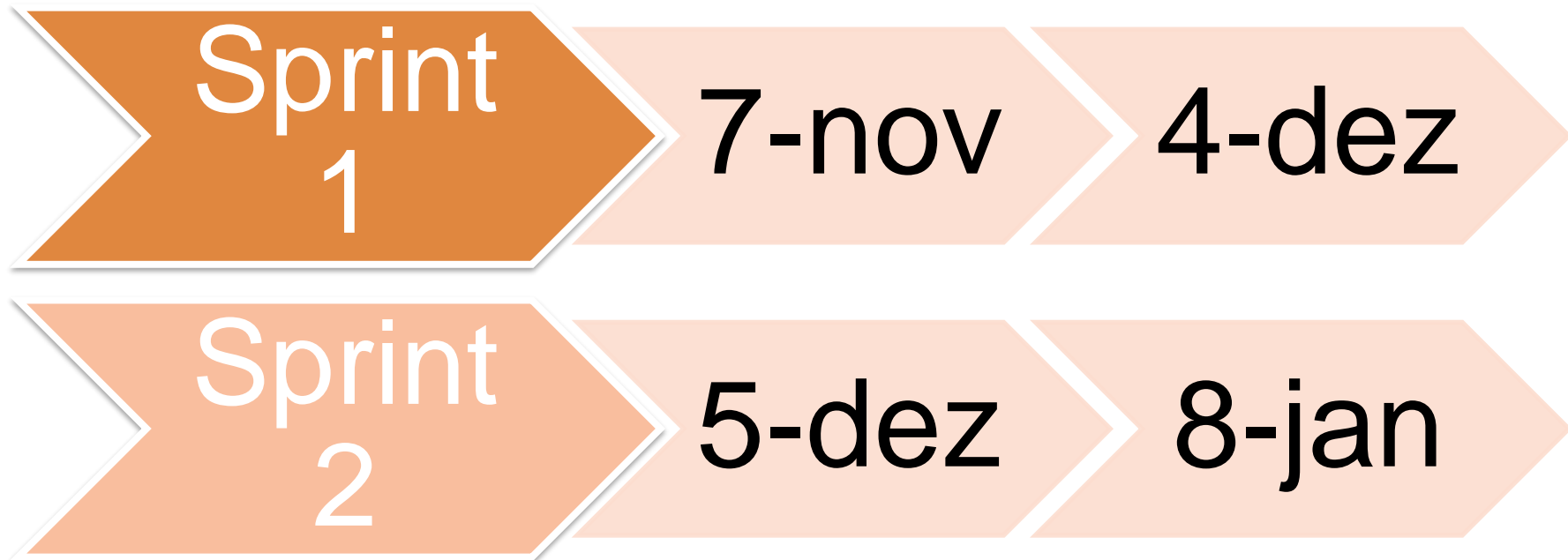
G00-9 Verificar que os alunos tomaram o pequeno-almoço 8 Assignee:

sprint execution

- **burndown chart**
 - BDC is available in option reports for sprint tracking



Sprint Calendar (to be confirmed)





Instituto Superior de
Engenharia do Porto

