

491A Team Spec

9/18/2023

Sprint Meeting 0

- **Interval**

- What Sprint interval works best for us?
 - 1 week from this day
 - Will meet 9/25
 - Reevaluate next week
 - Trying 1 week sprint to allow for us to have sprint meeting after RFP draft is done and allow for the most amount of days for us to meet with Vong before BRD is due
- Daily Standup interval?
 - 9/18 , 9/21, 9/23

- **Team Capacity**

- a. 168 Total hours in a week
 - Jason : 30 hr
 - Rainier : 14
 - Jesus : 30
 - Vi : 19.5
 - Gio: 34
- b. Team Capacity = $30 + 14 + 30 + 19.5 + 34 = 127.5$ hours

- **Assignments Based on Product Backlog**

- a. RFP (Rough Draft)
 - Consolidate Features = Jason
 - Vehicle Profile
 - Private Info
 - Public Info
 - Service Log
 - Maintenance history
 - Repair History
 - Reminder
 - Cost Center
 - Vehicle Market
 - Cost Estimates
 - Parts Repairs
 - Enhancements

- Phase 1 Features
 - 2 Features = Jesus
 - 2 Features = Vi
 - 2 Features = Jason
- Phase 2 Features
 - 2 Features = Jesus
 - 2 Features = Jason
 - 1 Feature = Vi
- Submit for Review = Jason
- b. BRD (Rough Draft)
 - Define Product scope = Rainier (1)
 - Define requirements for user types = Gio
 - Define Functional requirements = Rainier (8-15 hours best and worst case)
 - Define Non - Functional requirements = Gio
- Task Breakdown

As of our first sprint meeting, the best way for our group to represent effort points is a 1:1 conversion between effort points and hours. We will review our current conversion next Sprint Meeting in our retrospective and take feedback. Based on the feedback, develop an action plan addressing this concern if needed.

- RFP (Rough Draft)
 - Consolidating Features = Jason : 9 EP
 - Vehicle Profile : 2 Effort Points
 - Private Info : 1 Effort Points
 - Public Info : 1 EP
 - Service Log : 3 EP
 - Maintenance history : 1 EP
 - Repair History : 1 EP
 - Reminder : 1 EP
 - Cost Center : 4 EP
 - Vehicle Market : 1 EP
 - Cost Estimates : 1 EP
 - Parts Repairs : 1 EP
 - Enhancements : 1 EP
 - User Types and Requirements and Responsibilities = Jesus : 4 EP
 - Create user types and responsibilities for current RFP : Jesus 2 EP
 - Based on new features create User Types that relate : Jesus 2 EP

■ Phase 1 Features

- 2 Features = Jesus : 8 EP
 - Create 2 new features for Phase 1 : 2 EP
 - Vong review 2 new features : 2 EP
 - Revise or create 2 features : 2 EP
 - Submit for final draft : 2 EP
- 2 Features = Vi : 8 EP
 - Create 2 new features for Phase 1 : 2 EP
 - Vong review 2 new features : 2 EP
 - Revise or create 2 features : 2 EP
 - Submit for final draft : 2 EP
- 2 Features = Jason : 8 EP
 - Create 2 new features for Phase 1 : 2 EP
 - Vong review 2 new features : 2 EP
 - Revise or create 2 features : 2 EP
 - Submit for final draft : 2 EP

■ Phase 2 Features

- 2 Features = Jesus : 8 EP
 - Create 2 new features for Phase 2 : 2 EP
 - Vong review 2 new features : 2 EP
 - Revise or create 2 features : 2 EP
 - Submit for final draft : 2 EP
- 2 Features = Jason : 8 EP
 - Create 2 new features for Phase 1 : 2 EP
 - Vong review 2 new features : 2 EP
 - Revise or create 2 features : 2 EP
 - Submit for final draft : 2 EP
- 1 Feature = Vi : 7 EP
 - Create 1 new feature for Phase 1 : 1 EP
 - Vong reviews new feature : 2 EP
 - Revise or create 1 features : 2 EP
 - Submit for final draft : 2 EP

● BRD (Rough Draft)

- Define Product scope = Rainer : 4 EP
- Define requirements for user types : = Gio : 8 EP
- Define Functional and Non- Functional requirements = Gio / Rainer : 25 EP
 - Will split based on most availability as of now
 - Gio : 15 EP
 - Rainer: 10 EP

- Rough Draft Submission : Gio 2 EP
- Rough Draft Revision :
 - Revise Product scope = Vi : 4 EP
 - Revise requirements for user types = Jesus : 8 EP
 - Revise Functional and Non- Functional requirements = Jesus/Jason/Gio :25 EP
 - Split features that need revising based on time available and left

Due to the sheer amount of work for the BRD that must be complete, we assigned two members to completing the functional requirements and non-functional requirements so we can split based on either phase 1 or phase 2 features or split based on difficulties so that people with lower hours this week can complete easier features that require objectively less time and more complicated features can be worked on by members with more hours. The RFP features that are approved will be added into the BRD and worked on by Rainer and Gio. Once the RFP is complete and all features are added into the BRD, we will submit for a rough draft. Once the assessment is returned by the product owner and client (Vong), we can begin the revision work of the BRD which will be worked on by the members with remaining hours left. Based on the task breakdown, the remaining hours left won't be able to cover all the Effort Points needed for "Revise Functional and Non - Functional requirements", we are still expecting to be able to finish off the remaining EP the next sprint cycle which will be about $(25 - 16 = 9)$ 9 Effort Points remaining for the BRD.

Members	Hour// EP remaining	Tasks
Jason	$30 - 9 - 8 - 8 - 5 = 0$	-Consolidating Features -Create 2 new features for Phase 1 -Vong review 2 new features -Revise or create 2 features -Submit for final draft -Create 2 new features for Phase 2 -Vong review 2 new features -Revise or create 2 features -Submit for final draft

Jesus	$30 - 8 - 8 - 4 - 8 - 2 = 0$	<ul style="list-style-type: none"> -Create 2 new features for Phase 1 -Vong review 2 new features -Revise or create 2 features -Submit for final draft -Create 2 new features for Phase 2 -Vong review 2 new features -Revise or create 2 features -Submit for final draft -Create user types and responsibilities for current RFP -Based on new features create User Types that are related - BRD : Revise requirements for user types - Revise Functional and Non-Functional requirements
Rainer	$14 - 10 - 4 = 0$	<ul style="list-style-type: none"> -Define Product scope - Define Functional and Non-Functional requirements (Less complexity prioritized)
Vi	$19 - 8 - 7 - 4 = 0$	<ul style="list-style-type: none"> -Create 2 new features for Phase 1 -Vong review 2 new features -Revise or create 2 features -Submit for final draft -Create 1 new feature for Phase 2 -Vong review new feature -Revise or create 1 feature -Submit for final draft - Revise BRD product scope
Gio	$34 - 23 - 2 - 9 = 0$	<ul style="list-style-type: none"> -Define Product scope - Define Functional and Non-Functional requirements (More complexity prioritized)

		- BRD rough draft submission - Revise Functional and Non-Functional requirements
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- Analysis

As based on the task breakdown above, every member has all their hours or effort points filled allowing for us to stick to our capacity. Due to the tasks being writing based, certain may be finished earlier or later than expected , especially due to factors such as extra revision errors or needing more expansion into a topic. If more work is expected, and a member is ahead of their work schedule such as a member of the RFP being finished with their features. Ideally we will move them to help another member of the RFP team to finish their features before moving to the BRD tasks as they require the RFP to be fully approved first.

- End of Sprint Checklist :
 - Commit Code
 - No code to commit thus skipped
 - Commit to Github the following at end of Sprint cycle:
 - Product Backlog
 - Sprint Meeting 0
 - Burndown Charts
 - Individual and Sprint
 - Daily Standup
 - Client Demo
 - Client Demo not needed since no code was created
 - RFP and BRD drafts checked.
 - RFP almost finished
 - Sprint Retrospective
 - Create separate document for Sprint and Action Plan
 - Velocity
 - Based on our burndown chart:
 - $131.5 - 27.5 = 92/131.5$
 - Velocity = 79%