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8 Sprint Summaries

Sprint 0

Roles and responsibilities

Name	Role	Responsibility
Yuhang Xie	Scrum Master	<ul style="list-style-type: none">• Ensure that the product is completed in the final submissions• Manage the team to make sure the requirements in every sprint are met• Help team members to allocate tasks to themselves• Coordinate with the product owner to achieve the client's expectation
Sai Zhang	Product Owner	<ul style="list-style-type: none">• Communicate and negotiate with the client• Act as a "bridge" between the client and the team
Ruofan Zhang	Frontend Team Lead	<ul style="list-style-type: none">• Lead the frontend team which is working on the frontend tasks• Provide help when team members encounter difficulties in writing code• Responsible for merging and maintaining the branches of the code• Control the code version in the repository
Boyang Sun	Backend Team Lead	<ul style="list-style-type: none">• Lead the backend team which is working on the database and backend tasks• Provide help when team members encounter difficulties in writing code• Responsible for merging and maintaining the branches of the code• Control the code version in the repository
Pin Wang, Fu Xie	Design and Architecture Lead	<ul style="list-style-type: none">• Responsible for the design model of the project• Adjust the architecture when needed
Jingdan Cui, Jingyu Li	Risk Management Lead	<ul style="list-style-type: none">• Monitor risks during the development process and document when risks occur
Jinzhe Shan, Haoyu Qin	Testing Lead	<ul style="list-style-type: none">• Responsible for performing various tests, such as unit testing, integration testing, system testing and acceptance testing.• Related Documentation Writing

Sprint 0 Ceremonies

During sprint 0, The team have had two meetings with the client, a frontend group meeting, two stand-up meetings, and three weekly team meetings.

- [Meeting with client #1](#)
- [Stand-up Meeting 18 March 2021](#)
- [Meeting Notes for 23rd March](#)
- [Stand-up Meeting 25 March 2021](#)
- [Meeting Notes for 28th, March](#)
- [Front-end Meeting Notes on 28th March -](#)
- [Meeting with Client 2#](#)
- [Meeting Notes for 30th, March](#)

Stand-up Meeting 18 March 2021

Date

2021-3-18

Time

14:15 - 15:15

Attendees

- All team members
- Jirat Pasuksmit

Goals

- Discuss what each team member contributed last week and what they plan to do next

Discussion items

Items	who	Notes
Demonstrate the project process	Each Team Member	<ul style="list-style-type: none">• The tasks the team have done in last week• The tasks the team plans to finish next week
Give feedback and Suggestions	Jirat Pasuksmit	<ul style="list-style-type: none">• help to split the frontend team and backend team• suggest what the team should do on the next step

Tasks completion in the Inception phase

Who	What have you done	What you plan to do next
Zhang Sai	<ol style="list-style-type: none">1. Read the project documents the previous project team provided and got familiar with the framework the previous team used before2. Join in Frontend team and found where the first task should be involved3. Listed some requirements that our team needs to re-design, which the client mentioned in the workshop	<ol style="list-style-type: none">1. Break the whole project into frontend team and backend team2. Define team role and responsibility in Frontend team3. make a decision about what can be reused from the previous team.
Ruofan Zhang	<ol style="list-style-type: none">1. Threw out ideas of how this project can be done on Slack2. Gathered team members of the front-end team3. Run the front-end project to evaluate the workload	<ol style="list-style-type: none">1. Have a meeting to discuss the re-design of the current front-end pages2. Deliver a prototype to show the client
Jingyu Li	<ol style="list-style-type: none">1. Review the documents and codes of the previous team2. Review the client's requirements	<ol style="list-style-type: none">1. Have a meeting to discuss the re-design of the current front-end pages2. Do the prototype using Axure
Sarah Sultan	<ol style="list-style-type: none">1. Review the documents from the previous team.2. Review the code from the previous team.3. Understand the requirement of the front-end side.	<ol style="list-style-type: none">1. Have a meeting to discuss the re-design of the current front-end pages.2. Learn knowledge about front-end

Yuhan g Xie	<ol style="list-style-type: none"> 1. Review the documents and codes from the last team. 2. Hold a meeting with the whole team and frontend team respectively. 3. Discuss the UI design with the team. 	<ol style="list-style-type: none"> 1. Determine the product structure by XMind. 2. Determine the task assignment for the frontend team. 3. Design a prototype of the product.
Zixin Ye	<ol style="list-style-type: none"> 1. Review the documents of the previous team 2. Contact client for requirements clarification 	<ol style="list-style-type: none"> 1. Set up next meeting 2. Contact client for further information 3. Discuss the details of the prototype with teammates
Fengr ui Zhang	<ol style="list-style-type: none"> 1. Review the documents of the previous team. 2. Review the client's requirements. 	<ol style="list-style-type: none"> 1. Have a meeting to discuss the re-design of the current front-end pages
Boyan g Sun	<ol style="list-style-type: none"> 1. Give out some technology choosing ideas. 2. Give out some workload allocation ideas. 3. Review the previous documentation and give out some suggestions 	<ol style="list-style-type: none"> 1. Read the back-end code and give out deployment instructions. 2. Learn about all the user stories.
Zishen g Cheng	<ol style="list-style-type: none"> 1. Review the documentation of the previous team 2. Read the back-end code 	<ol style="list-style-type: none"> 1. Read the back-end code 2. Summary of the functions that were implemented by the previous team.
Jingda n Cui	<ol style="list-style-type: none"> 1. Choose to be a backend developer 2. Review the documentation of the previous team 3. Learn some basic knowledge of Django 	<ol style="list-style-type: none"> 1. Read the source code. 2. Figure out the functions which are done by the previous team
Haoyu Qin	<ol style="list-style-type: none"> 1. Review of the existing documentation 	<ol style="list-style-type: none"> 2. Assess & migrate Process user stories to Trello
Jinzhe Shan	<ol style="list-style-type: none"> 1. Review the documents of the previous team -especially User Story Part 2. Review the client's requirements. 	
Pin Wang	<ol style="list-style-type: none"> 1. Review the documents of the previous team. 2. Understand the requirement of this project from the back-end side. 	<ol style="list-style-type: none"> 1. Start to read code 2. Summary of the functions that were implemented by the previous team.
Fu Xie	<ol style="list-style-type: none"> 1. Review the documentation of the previous team. 2. Combine previous document and new requirement to design a story card of the product part 	<ol style="list-style-type: none"> 1. Review the documentation of the previous team. 2. Make architectural design diagrams(use case diagram, domain, model, process diagram and communication diagram) according to the existing situation
Chong jing Zhang	<ol style="list-style-type: none"> 1. Review the documentation of the previous team. 2. Review the client's requirement 3. Combine previous document and new requirement to design story card of Individual part and Communication part 	<ol style="list-style-type: none"> 1. Take charge of follow-up tasks 2. Write backlog

Stand-up Meeting 25 March 2021

Date

2021-3-25

Time

14:15 - 15:15

Attendees

- All team members
- Jirat Pasuksmit

Goals

- Discuss what each team member contributed last week and what they plan to do next

Discussion items

Items	who	Notes
Demonstrate the project process	Each Team Member	<ul style="list-style-type: none">• The tasks the team have done in last week• The tasks the team plans to finish next week
Give feedback and Suggestions	Jirat Pasuksmit	<ul style="list-style-type: none">• Plan the next step• Necessary document in Sprint 0

Tasks completion in the Inception phase

Who	What have you done	What you plan to do next
Zhang Sai	<ol style="list-style-type: none">1. Review prototype requirements the client mentioned before2. Discuss with the team for defining tasks and breaking them down into smaller tasks and assigning them to each team member.3. Defined team role	<ol style="list-style-type: none">1. Complete prototype with teammates together2. Show the completed prototype work to our client3. Clarify more detailed UI requirements with the client
Ruofan Zhang	<ol style="list-style-type: none">1. Specified the details of each web page given the requirements of the client with teammates Monitor the progress of the prototype design	<ol style="list-style-type: none">1. Assign the coding tasks for each member of the front-end team2. Start coding and monitor the progress of the front-end team3. Help teammates to solve problems encountered during the first sprint
Jingyu Li	<ol style="list-style-type: none">1. Have a meeting to discuss the re-design of the current front-end pages2. Review the front-end pages of the previous team3. Work on prototype	<ol style="list-style-type: none">1. Continue doing the prototype using Axure2. Show the prototype to client3. Work on Sprint Summaries and Risk Management documents
Sarah Sultan	<ol style="list-style-type: none">1. Have a meeting to discuss the re-design of the current front-end pages.2. Review the front-end pages of the previous team.3. Have a meeting with a teammate to discuss the individual page.	<ol style="list-style-type: none">1. Work on Sprint Summaries- sprint 0 with the teammate.2. Update confluence page on Sprint Summaries.3. Learn knowledge about Axure and how to use it.

Yuhan g Xie	<ol style="list-style-type: none"> 1. Design a product structure of the system. 2. Task assignment by separating the product structure. 3. Design the product prototype. 	<ol style="list-style-type: none"> 1. Communicate with the client and clarify the requirements. 2. Write the design concept of the product. 3. Modify product prototype.
Zixin Ye	<ol style="list-style-type: none"> 1. Review the documentation of the previous team. 2. Write the requirements part of our documentation. 	<ol style="list-style-type: none"> 1. Finish the requirements of our documentation. 2. Modify Trello to make it consistent with our documentation.
Fengr ui Zhang	<ol style="list-style-type: none"> 1. Have a meeting to discuss the re-design of the current front-end pages. 2. Review the front-end pages of the previous team. 	<ol style="list-style-type: none"> 1. Write the initial version of the Design Concept document.
Boyan g Sun	<ol style="list-style-type: none"> 1. Read the source code provided by the previous team 2. Analysis the previous code quality, test cases and implemented interfaces 3. Meeting with other back-end teammates and discuss reusing the previous code 	<ol style="list-style-type: none"> 1. Write the API documentations 2. Write the Backlog documentations 3. Make sure the team members are working on the right things 4. Sprint 0 workload allocation
Zishen g Cheng	<ol style="list-style-type: none"> 1. Read the source code provided by the previous team 2. Summary of the functions that were implemented. by the previous team 3. Try to deploy a back-end server 	<ol style="list-style-type: none"> 1. Update Confluence page on risk management component 2. Continue reading the back-end code and test API
Jingda n Cui	<ol style="list-style-type: none"> 1. Read the source code provided by the previous team 2. Find out the functions which are developed by the previous team 3. Continue learning some knowledge of Django 	<ol style="list-style-type: none"> 1. Try to deploy the project on the laptop 2. Work on Sprint Summaries and Risk Management documents 3. Continue learning the needed technologies
Haoyu Qin	<ol style="list-style-type: none"> 1. Assess & migrate Process user stories to Trello 	<ol style="list-style-type: none"> 1. Assess testing component 2. Update Confluence page on testing component
Jinzhe Shan	<ol style="list-style-type: none"> 1. Meeting with other back-end teammates and discuss working items 2. Read related knowledge about Testing and Deployment 3. Write Testing and Deployment documents on Confluence page (process:1/3) 	<ol style="list-style-type: none"> 1. Learn and use testing tools 2. Complete the first version of Testing and Deployment documents on the Confluence page
Pin Wang	<ol style="list-style-type: none"> 1. Read the back-end code provided by the previous team 2. Understand their structure 3. Learn Django 4. Summary the functions that were implemented. by the previous team 5. Try to deploy a back-end server 	<ol style="list-style-type: none"> 1. Test all APIs implemented by the previous team 2. Write a back-end development doc 3. Fill out our API doc
Fu Xie	<ol style="list-style-type: none"> 1. Read the previous architectural design diagrams and made new architectural design diagrams(use case diagram, domain model, process diagram and communication diagram) based on the current situation 2. Fix the conflict between the current diagram and the previous data schema. 	<ol style="list-style-type: none"> 1. Work and communication with the frontend team to finalize the architectural design. Make sure there is consistent between the front-end and back-end part 2. Work with frontend team members to finalize the design concept document.
Chong jing Zhang	<ol style="list-style-type: none"> 1. Understand tasks content and assign priorities 	<ol style="list-style-type: none"> 1. Finish backlog part

Sprint 0 Documentation

Title		Creator	Modified
1 Project Requirement		Boyang Sun	Zixin Ye
	1.1 ProjectOverview	Zixin Ye	
	1.2 Quality Requirements	Zixin Ye	
	1.3.0 Persona Draft	Zixin Ye	
	1.3.1 Coordinator Persona	Zixin Ye	
	1.4 Goal Models	Zixin Ye	
	1.5 User stories	Zixin Ye	
	1.6 Project Analysis Metrics	Zixin Ye	
2 Design Concepts		Boyang Sun	Fengrui Zhang
3 Architecture Design		Boyang Sun	Fu Xie
	3.1 Use Case Diagram	Fu Xie	
	3.2 Domain Model	Fu Xie	
	3.3 Process Diagram	Fu Xie	
	3.4 Communication Diagram	Fu Xie	
4 Prototypes		Boyang Sun	Ruofan Zhang
5 Backlogs		Boyang Sun	
	Sprint 0 Backlog	Boyang Sun	Boyang Sun Chongjing ZHANG
6 API documents		Boyang Sun	Pin Wang
	6.0 Database schema	Boyang Sun	Fu Xie
	6.1 Subject	Boyang Sun	Pin Wang
	6.2 Project	Boyang Sun	Pin Wang
	6.3 Team	Boyang Sun	Pin Wang
	6.4 Confluence	Boyang Sun	Pin Wang
	6.5 Jira	Boyang Sun	
	6.6 Git	Boyang Sun	
7 Deployment		Boyang Sun	Jinzhe Shan Pin Wang
8 Sprint Summaries		Boyang Sun	Sarah Sultan A AL YAHYA
	Sprint 0	Jingdan Cui	
	Roles and responsibilities	Jingdan Cui	Boyang Sun Jingdan Cui Yuhang Xie
	Sprint 0 Ceremonies	Jingdan Cui	
	Sprint 0 Documentation	Sarah Sultan A AL YAHYA	Sarah Sultan A AL YAHYA
9 Testing		Boyang Sun	Jinzhe Shan
	9.1 Functional Testing Structure	Haoyu Qin	
	9.2 Non-Functional Testing Structure	Haoyu Qin	
	9.3 Acceptance Testing	Jinzhe Shan	
10 Meetings		Boyang Sun	
11 General Process Documentation		Boyang Sun	
12 Risk Management		Boyang Sun	Jingyu LI ZISHENG CHENG Jingdan Cui