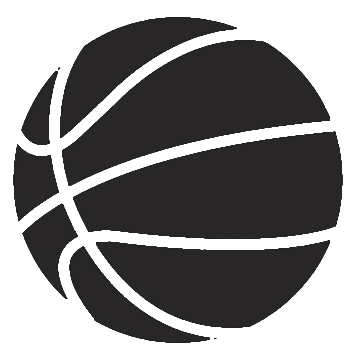
Planning and Developing the Basketball Web site



Group 3:

- Shiyu  
 - Meredith  
 - Hong Bo  
 - Pejman

**Introduction to the project:**

As the final project, each team was asked to choose a sport and create a web site about it by using the knowledge of the appropriate software they had learnt. The explanation of the project and its Deliverables were all mentioned in a separate PDF format file.

**Explication of the work involved in planning and developing the site:**

- Communicating in the “Teams” application:

The members of the group had online meetings in the “Teams” application where they could talk, chat, share their ideas about the steps and decide each day’s tasks. These meetings are called “Scrum Meetings”.

- Sharing in the “Github” repository:

By creating a Github repository, all the members could share their work for other members. The Github repository was created with several folders, so that finding files would be easy. In the Github repository each member was able to add or remove any file.

- Brainstorming:

One of the most important parts of each scrum meeting was that each member of the group shares their own ideas about the process of the project and the appropriate strategies, in order to know different mindsets and to work.

- reviewing:

Since each edit was potential to change some parts of the project, it was important to review the project after finishing each part to see if there are any mismatches.

**Overall goal and purpose of the web site:**

According to the explanations of the PDF format file, the purpose of the web site is to be clear and understandable for the users. It should have useful information about basketball.

Obviously the main goal is to practice what the team has learnt during the course.

**Planning steps preformed:**

The project was a team work and in order to manage it, it was crucial to concentrate on each step at a time.

The steps of the project are:

- Step 1:

It was essential that all the members of the team have a primary understanding of the project, so the first step was to read all the guidelines of the PDF file individually.

- Step 2:   
Since knowing exactly what should be done is the first priority, the team spent some time for questioning about the project and sharing their initial thoughts.

- Step 3:   
In order to track all the steps, the team needed to be able to upload and download all the files they wanted any time, so a Github repository was created.

- Step 4:

The team decided to assign a separate folder of their Github repository to store the summary of each meeting, and after each meeting one of the members was responsible for this job as “Scrum Master”.

- Step 5:

The team chose the subject of the website: Basketball. They didn’t want to choose a very popular sport (like Soccer) because it was potential that other teams may have chosen the same sport.

- Step 6:

Before working on the website, it was important that the team knows how much work they were supposed to do; therefore they concluded the categories of the subject of the website. Each member of the team picked one or two of the chosen categories to work on.

- Step 7:

Each member of the team started searching and finding information about their categories and the references. They shared the information in Github.

- Step 8:

Since working with HTML was one of the main parts of the course, Individual members were assigned creating their own pages on HTML.

- Step 9:

The team decided to use one single CSS file for all the HTML pages in order to have the HTML files with same styles, therefore unlike the HTML files, only one of the members of the group became responsible for creating the CSS file and the others supervised it.

When the CSS file was created and shared on Github repository, all the members referred it to their HTML file by using appropriate codes in their HTML files.

- Step 10:

All the members of the team validated their HTML files in the “Markup Validation Service” website:

<https://validator.w3.org/>

- Step 11:

In order to be absolutely sure that the HTML files run well in all the browsers, each member of the team shared the screenshots of the opened HTML files on their computers in the Github repository.

- Step 12:

The team wanted to present a professional project, so they decided to add comments to their codes, both in the HTML files and the CSS file.

- Step 13:

The most challenging part of the project was the mismatches between the HTML files and the CSS file. During two or three sessions of meeting, the team handled all the mismatches.

- Step 14:

In addition to the web site’s files, a Word document and a visual Power point presentation were created.

**Individual team assignments:**

As a team work project, the assignments of each member of the team were chosen in the meetings, and none of them were chosen without consultation. The tasks were spread equally.

As mentioned in the “Planning steps preformed” section, the assignments were:

* Reading the explanations of the PDF format file carefully.
* Taking part in the daily meetings.
* Communicating in the Github repository.
* Storing the summary of each meeting.
* Finding information from other websites.
* Creating and managing HTML files.
* Validating the HTML files.
* Consulting on the CSS file.
* Adding comments to the HTML files and the CSS file.
* Handling the mismatches.
* Working on the Word document file.
* Working on the visual Power point presentation file.

**Detailed explanation of the subject selected:**

**Problems that arose during the development of the website:**

Although working on the project was very educational and experiencing of the team work was interesting, there were some challenges during the process of the project:

**The log of the daily scrum meetings:**

First Meeting Summary:

Date: February 10th, 11:00 AM to 11:30 AM

Attendees: Entire group

Meeting Minutes Taker: Shiyu

Agenda:

1. The group discussed their initial thoughts and questions about the project.
2. A Github repository was created for the team to collaborate.
3. The team agreed to independently review the project guidelines and reconvene at 1:00 PM on February 10th to plan the next steps in more detail.

Action Items:

1. Determine the client and purpose of the website.
2. Confirm the number of pages required for the website. (5-10 pages )
3. Each member should join the Github repository as a collaborator.

Second Meeting Summary

Date: February 10th, 1:00 PM to 1:50 PM

Attendees: Entire group

Meeting Minutes Taker: Shiyu

Agenda:

1. The team selected basketball as the topic for their website.

2. The group agreed to hold daily scrum meetings, with a different member serving as the scrum master each time.

3. The team engaged in a brainstorming session to determine the content they wanted to include on the website.

4. Individual members were assigned specific tasks to gather information on different aspects of basketball over the weekend. (Details listed under Action Items)

Action Items:

1. Collect information on various aspects of basketball. The following team members were assigned specific tasks:

Hong Bo - Gear and Best players

Pejman - History and Basketball in Canada

Shiyu - Special events

Meredith - Rules and Technology

(Note: The information should be shared on the group's Github repository under Website/Content and the URLs should be listed in the reference.txt file.)

2. Confirm citation usage concerns with Stephanie. (Meredith)

Third Meeting Summary

Date: February 13th, 11:50 AM to 12:15 PM

Attendees: Entire group

Meeting Minutes Taker: Pejman

Agenda:

1. The team decided to concentrate of finding appropriate images related to their specific tasks.

2. Individual members were assigned creating their pages on HTML.

3. The group determined each member's turn as scrum master (Details listed under Action Items).

4. The team agreed to find more main headlines.

Action Items:

1. The routine of scrum master's turn of each member of the team:

Shiyu

Pejman

Hong Bo

Meredith

Fourth Meeting Summary

Date: February 14th, 1:00 PM to 1:50 PM

Attendees: Entire group

Meeting Minutes Taker: Hong Bo

Agenda:

1. The team talked about website style, and decided to use same color, font, style for each page.

Action Items:

1. All the team member will continue to collect information and finish their page of HTML.

2. Shiyu will design the style (.CSS) of pages.

Fifth Meeting Summary

Date: 15 February, 1:40PM to 2:30PM

Attendees: Entire group

Meeting Minutes Taker: Meredith

Agenda:

1. The group reviewed their progress on their pages for the website. Each member had updated the repository with drafts of HTML documents for the pages assigned and the image files therein. Shiyu had created a draft of the style sheet to be used for the entire site.

2. The group discussed problems encountered linking files within the repository and agreed on a solution: the member who submits the assignment to LEA will insert the appropriate file paths into the code once all of the files are complete.

3. The group made a plan to complete a list of tasks for the following day and set a time for the next meeting.

Action Items:

1. Insert the code for the Navigation bar and Footer into each HTML document, using the class for "Current Page" as necessary.

2. Add comments within documents where relevant.

3. Validate completed documents with the WC3 HTML and CSS validators.

4. Test pages with styles in different browsers and upload screenshots to the repository for later comparison.

5. Shiyu will upload a first draft of the homepage.

6. Meredith will create a folder in the repository for the screenshots.

Sixth Meeting Summary

Date: February 16th, 9:00 AM to 9:40 AM

Attendees: Entire Group

Meeting Minutes Taker: Shiyu

Agenda:

1. The group discussed whether to resize the original images in graphic software and decided to ask Stephanie for the final decision.

2. All the html files were reviewed to ensure a consistent format for the header and footer.

3. The team rearranged the order of the items in the navigation bar to improve user experience.

4. The team decided to meet at 1:00 pm today to discuss progress on Word and PowerPoint.

Action Items:

1. Meredith:

- Update the width of the website navigation bar in CSS.

- Contact Stephanie to get a final decision on resizing images.

2. Shiyu:

- Rearrange the order of the navigation bar in HTML.

- Link all pages together in HTML.

3. Pejman and Hongbo:

- Consider and plan the content for Word and PowerPoint documents.

Seventh Meeting Summary

Date: February 16th, 1:00 PM to 1:50 PM

Attendees: Entire Group

Meeting Minutes Taker: Pejman

Agenda:

1. The team handled the problem of the source of image tags.

2. The team chose a new style for the Home page.

3. The team assigned a new header and a new footer for each HTML page.

4. The team assigned a new platform for sharing the Word and the Power point projects.

Action Items:

1. Shiyu and Meredith:

- Managing all the HTML files and the CSS file.

2. Hong Bo:

- Working on the Power point presentation file

3. Pejman:

- Finishing the Word file