La Salle Collège

**Fit Space Status**

Adril Kemyem

Marilena Soussani

Mike Jun Yang Chiu Lim

420-AS2-AS C2 Information System Analysis

Michelle Khalife

Monday, December 11th, 2023

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Ref.

CHATGPT PROMPT ENTERED: Introduction of our project 5 sentences and our mission // shorter

# About us

Marilena Soussani

Product Owner

[marilenasoussani@gmail.com](mailto:marilenasoussani@gmail.com)

Adril Kemyem

Scrum Master

[adril.kemyem@lcieducation.net](mailto:marilenasoussani@gmail.com)

Mike Jun Yang Chiu Lim

Developer

[chiulimmike@gmail.com](mailto:marilenasoussani@gmail.com)

Trello Board: <https://trello.com/b/4x6Q0vV8/team-board>

Logo:

A logo with a person flexing his muscles

Description automatically generated

# **Product Proposal**

## **Business Case**

### **Company mission**

Our product aims at revolutionising the gym experience through real-time capacity update. With a focus on ensuring a safe and comfortable fitness journey, our mission is to share the information they need to schedule their workouts correctly. By providing instant updates on gym occupancy, we aim to create an open and stress-free environment for all fitness enthusiasts. Our commitment lies in enhancing the overall fitness journey, promoting a healthier and more enjoyable gym atmosphere for everyone. Together, our goal is to make fitness accessible, safe, and empowering for all.

Name: Fit Space Status

### **Five reasons our app is important**

* Collecting and analysing capacity data can provide valuable insights into member behaviour, which can inform marketing and operational decisions.
* The app will display the membership card (Barcode) in case if someone forget their card at home.
* Prevent overcrowding reduces the likelihood of accidents and injuries due to limited space.
* It enhances the overall member experience by allowing users to plan their workout during less crowded times, leading to a more comfortable and efficient gym visit.
* It helps gyms adhere to local regulations and guidelines related to maximum occupancy, especially during health crises or emergency situations.
* Users can check the current gym capacity before leaving home, ensuring that they won’t waste time traveling to an overcrowded gym.

### **Market segment (End-users)**

* Fitness Enthusiast
* Gym Staff
* Potential gym members
* Gym owners and managers
* Fitness trainers
* Odd on-goer

### **BUDGET SHEET**

A screenshot of a computer screen

Description automatically generated

**COSTS**

* Trademark application filling fee $347.35
* Treadmill: $800 x 3
* Bench press chair: $150 x 4
* Dumbbell set: $860
* Lockers: $683 x 12
* Bicycle: $189 x 4
* Building: $6 000 /monthly (2k sq feet)
* Gym equipment:
* Sensors: $11 (each)

## **Services**

* Show status of fitness machine
* Direct customer service
* Membership account access
* Group classes
* Personal trainers

## **Elevator-pitch**

FOR

* Athletes
* Competitors
* Gym-adhere
* Fitness enthusiast

WHO HAVE

* Difficulties to locate empty gym
* Wants to hire personal trainers
* Wants to be notified whether the Fitness machine is vacant or not
* Wants to engage in Fitness session

,

Fitspace Status

IS AN APPLICATION

THAT

* Benefits people who like to workout more spaciously

UNLIKE

* Other regular gym

THE PRODUCT

* Also contain the fitness enthusiast’s membership QR code (in case somebody forget their keycard at home)
* Has weekly schedule for those who wants to engage in Fitness session

For fitness enthusiasts who have difficulties locating empty gyms. Fitspace Status is an application that benefits people who like to work out more spaciously.

## **Product Vision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Group** | **Needs** | **Product** | **Business value** |
| Fitness enthusiast | Able to locate vacated gym | Membership info mobile access | Allow us to open up multiple gyms in the future |
| Competitors | Hiring personal trainers | Notifications upon the customer’s request | Recommendation to other athletes and fitness enthusiast |
| Gym adheres | Receiving notification about the gym status | Access to the application which allows the user to see which machine is vacated or busy | Access to peak usage times, leading to better market strategies |
| Athletes | Looking to engage in fitness sessions |  | Offering an AI, helping the customers to plan their workout, showing commitment to another member |

## Product Personas

|  |  |  |
| --- | --- | --- |
| Peter Koch | Details | Goals |
| Man with facial hair | 1. 60 years old 2. Retired 3. Suffer from back pain 4. Divorced 5. Introverted | 1. Looking for gym that offer private small group so he doesn’t feel threatened by other gym enthusiast. 2. Able to reserve a room to workout alone 3. Wants to hire a private trainer to help working out his body. |

|  |  |  |
| --- | --- | --- |
| Rebecca Silver | Details | Goals |
| Woman holding a laptop | 1. 19 years old 2. Student at Concordia university 3. Engaged in computer engineering 4. Loves to workout in a spacious gym. 5. Have travelled to and turning back from destinations many times in the past. | 1. Looking for a much quiet and spacious gym to train 2. Wants to know how busy the gym is beforehand 3. Wants to know the no of empty lockers available 4. Wants to check the status of the swimming pool 5. Wants to receive a healthy diet blog from a nutritionist |

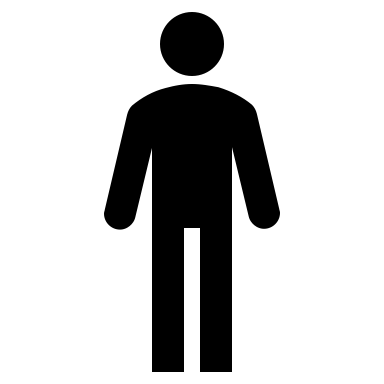
|  |  |  |
| --- | --- | --- |
| John Heckler | Details | Goals |
| Man in business attire | 1. 29 years old 2. Businessman 3. Afraid of being overweight 4. Suffer from neck pain 5. Sometimes forgets his keycard at home | 1. Wants to receive notifications to remind him of next subscription payment 2. Wants to know the vacancy of fitness machine beforehand 3. Wants to check the status of the swimming pool 4. Receive high capacity alerts via his phone 5. Access his membership card virtually |

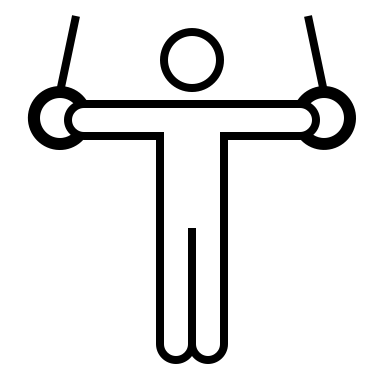
**POSTER**

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## **Use Case Diagrams**

Payment

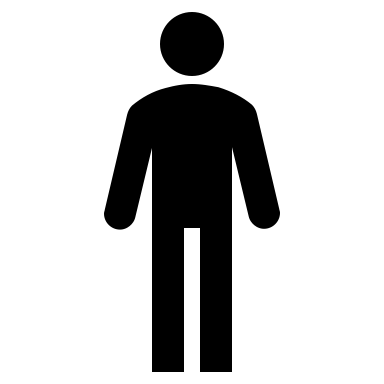


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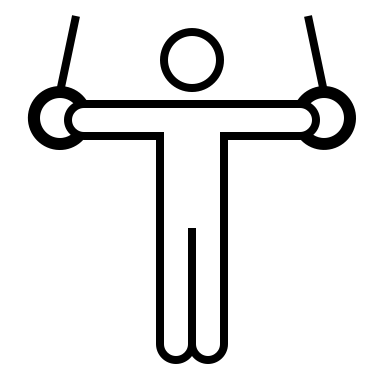
Owner

Gym enthusiast

Gym

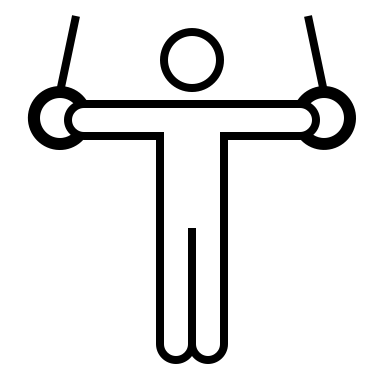
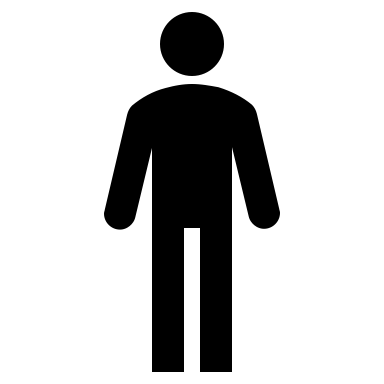
****

Employee

****

Gym enthusiast

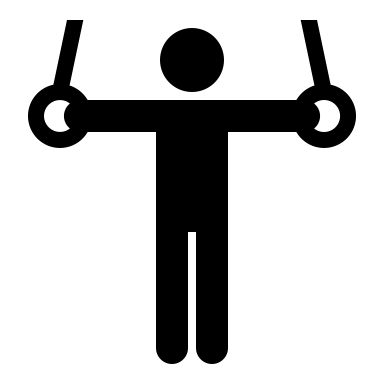
Reservation / Vacancy

** **

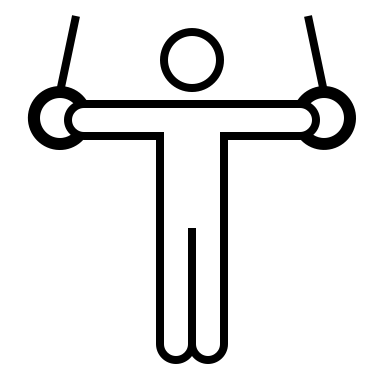
Gym enthusiastS

Employee

Trainers / Nutritionists

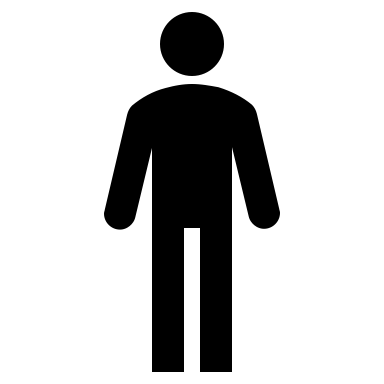
****

Trainer

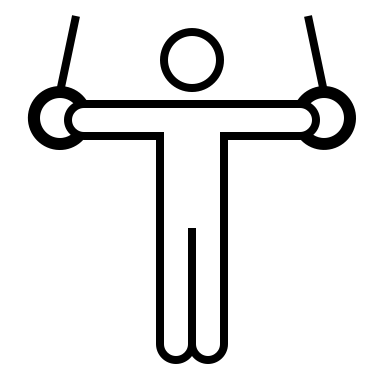
****

Gym enthusiast

Nutritionist

****

Account

****

Gym enthusiast

## **Class Diagram**

Nutritionist

Id

Name

Age

Email

Reviews

Guest

Id

Name

Email

Age

Subscribed Members

Id

Name

Email

Age

Age

Owner

Id

Name

Email

Trainer

Id

Name

Age

Email

Reviews

1,n

1,n

Fitness Enthusiast

0,n

0,n

Employee

User

Info

Opening hours

Location

1,1

Nutritionist

Performance

Type

Blog

Employees

Name

Id

Email

Equipment

Id

Type

Vacancy

Status

Section

Trainers

Performance

Type

Gym

Condition

Quality

Reviews

Author

Date/time

Star Rating

Content

0,n

1,n

0,1

1,n

Pool

Size

Type

Gym

0,1

0,1

0,n

0,n

0,n

Reservations

Room

Room Id

Date/time

Duration

Gym

Date/time

Purpose

Class

Trainer’s Id

Trainer’s name

Date/time

Duration

No of fitness enthusiast

Pool

Date/time

Duration

Equipment

Date/time

Duration

Quantity

Booking

Reservation Id

Name

Date/time

1,1

1,1

Settings

Biometric

Notifications

0,1

Payment

Type

Name

Date/time

Card info

Subscription

Type

Start/end date

Profile

Name

Age

Email

0,1

Statistics

Trainer’s name

Nutritionist name

Performance

Recommendations

Account

Pool

Size

Capacity

Lockers

Id

Quantity

Cardio Workout

Machine Id

Capacity

Quantity

Muscle Workout

Machine Id

Capacity

Quantity

Section

Name

Quantity of machine

Status of machine

1,n

Notification

Capacity of the gym

Date/time

Busyness

1,1

1,1

Status

Capacity of the gym

No of live people

No of empty lockers

Capacity of the pool

Vacancy

## **Product Roadmap**

A diagram of a company

Description automatically generated with medium confidence

## **Mock-up**

A screen shot of a phone

Description automatically generated

A close-up of a phone

Description automatically generated

A cell phone with a menu on the screen

Description automatically generated

A close-up of a cell phone

Description automatically generated

A cell phone with a screen showing different colors

Description automatically generated with medium confidence

A close-up of a cell phone

Description automatically generated

A close-up of a phone

Description automatically generated

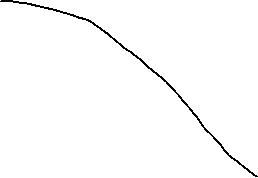
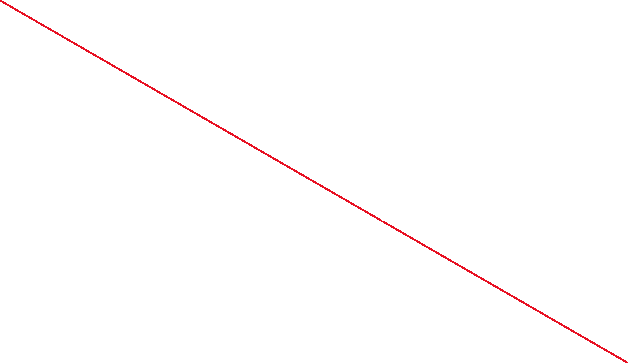
# Appendix

## **Team Charter**

1. Ask for help if necessary
2. Work hard
3. Be kind towards one and other
4. Be on time for project
5. Support each other
6. Be comfortable
7. No drama
8. Be respectful
9. Embrace each other’s ideas
10. Be prepared
11. Absences and lateness have to be notified.
12. No racism
13. No fighting
14. No early leaving allowed (except on special occasions)
15. Respect the deadline
16. Communications is key to success
17. Remind yourselves what you want to be, and why?



## **Burn down chart**



## **Meeting Logs**

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**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Marilena Soussani

**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 1 | 27th September | School | 3:00 pm | 30 min |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| Adril Kemyem | **x** |  |  |  |  |
| Marilena Soussani | **x** |  |  |  |  |
| Mike Jun Yang Chiu Lim | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| ADRIL KEMYEM | THIS IS OUR FIRST MEETING | WORKING ON THE TEAM CHARTER | DO NOT HAVE ANY |
| MARILENA SOUSSANI | THIS IS OUR FIRST MEETING | WORKING ON THE TEAM CHARTER | DO NOT HAVE ANY |
| MIKE JUN YANG CHIU LIM | THIS IS OUR FIRST MEETING | WORKING ON THE TEAM CHARTER | DO NOT HAVE ANY |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case | **x** |  |  |  |  |
| Product Vision & Box | **x** |  |  |  |  |
| Personas | **x** |  |  |  |  |
| User Stories Workshop (story and acceptance criteria) | **x** |  |  |  |  |
| Estimation Planning & Moscow Prioritization | **x** |  |  |  |  |
| TRELLO – final setup |  |  |  |  |  |
| Product (Release) Roadmap | **x** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) | **x** |  |  |  |  |
| Design Mock-up | **x** |  |  |  |  |
| Team Charter |  | **x** |  |  |  |
| Meeting Logs | **x** |  |  |  |  |
| Burndown Chart | **x** |  |  |  |  |
| Retrospective | **x** |  |  |  |  |
| Report (Outlining/Writing/Editing) | **x** |  |  |  |  |
| Building Presentation Slides | **x** |  |  |  |  |
| Dry Runs (practice presentation) | **x** |  |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking good so far. We have lot of ideas.** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES**  **Team did well and worked hard.** | **IMMINENT CHANGES**  **No changes.** | |

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Information Systems Analysis & Modeling**

**Michelle M. Khalife**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Marilena Soussani

**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 2 | SEPTEMBER 29TH | SCHOOL | 11:00 am | 1 hr |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **ADRIL KEMYEM** | **x** |  |  |  |  |
| **MARILENA SOUSSANI** | **x** |  |  |  |  |
| **MIKE JUN YANG CHUI LIM** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| **ADRIL KEMYEM** | TEAM CHARTER |  | WE HAVE NO INPEDEMENTS. |
| **MARILENA SOUSSANI** | TEAM CHARTER |  | WE HAVE NO INPEDEMENTS. |
| **MIKE JUN YANG CHUI LIM** | TEAM CHARTER |  | WE HAVE NO IMPEDEMENTS |

**LOOK OVER BECAUSE TEAM CHARTER WAS GIVEN SEP 27TH(MAYBE CHANGE THE DATE OF OUR FRIST MEETING TO THE 27**

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case | **x** |  |  |  |  |
| Product Vision & Box | **x** |  |  |  |  |
| Personas | **x** |  |  |  |  |
| User Stories Workshop (story and acceptance criteria) | **x** |  |  |  |  |
| Estimation Planning & Moscow Prioritization | **x** |  |  |  |  |
| TRELLO – final setup | **x** |  |  |  |  |
| Product (Release) Roadmap | **x** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) | **x** |  |  |  |  |
| Design Mock-up | **x** |  |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs | **x** |  |  |  |  |
| Burndown Chart | **x** |  |  |  |  |
| Retrospective | **x** |  |  |  |  |
| Report (Outlining/Writing/Editing) | **x** |  |  |  |  |
| Building Presentation Slides | **x** |  |  |  |  |
| Dry Runs (practice presentation) | **x** |  |  |  |  |

**LOOK OVER**

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking good. Team members respect the team charter.** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

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**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Marilena Soussani**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 3 | 13th October | School | 11:00 | 1 hr |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Agile Scrum |  | We have no impediments |
| Adril Kemyem | Agile Scrum |  | We have no impediments |
| Mike Jun Yang Chiu Lim | Agile Scrum |  | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  | **x** |  |  |  |
| Product Vision & Box |  |  | **x** |  |  |
| Personas |  |  | **x** |  |  |
| User Stories Workshop (story and acceptance criteria) | **x** |  |  |  |  |
| Estimation Planning & Moscow Prioritization | **x** |  |  |  |  |
| TRELLO – final setup | **x** |  |  |  |  |
| Product (Release) Roadmap | **x** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  | **x** |  |  |  |
| Design Mock-up | **x** |  |  |  |  |
| Team Charter |  |  | **x** |  |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  | **x** |  |  |  |
| Retrospective | **x** |  |  |  |  |
| Report (Outlining/Writing/Editing) | **x** |  |  |  |  |
| Building Presentation Slides | **x** |  |  |  |  |
| Dry Runs (practice presentation) | **x** |  |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking good so far. Good team work and communication.** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

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Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Marilena Soussani

**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 4 | 16th October | Teams | 12:00 pm | 1 hrs |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Finalising the first milestone |  | We have no impediments |
| Adril Kemyem | Finalising the first milestone |  | We have no impediments |
| Mike Jun Yang Chiu Lim | Finalising the first milestone |  | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  | **x** |  |  |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  | **x** |  |  |
| User Stories Workshop (story and acceptance criteria) |  | **x** |  |  |  |
| Estimation Planning & Moscow Prioritization | **x** |  |  |  |  |
| TRELLO – final setup | **x** |  |  |  |  |
| Product (Release) Roadmap | **x** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  | **x** |  |  |  |
| Design Mock-up | **x** |  |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  | **x** |  |  |  |
| Retrospective | **x** |  |  |  |  |
| Report (Outlining/Writing/Editing) | **x** |  |  |  |  |
| Building Presentation Slides | **x** |  |  |  |  |
| Dry Runs (practice presentation) | **x** |  |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking good. Right now, we are just finalising the first milestone required.** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

**LaSalle College, Montreal   
Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Marilena Soussani

**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 5 | 19th October | Teams | 8:30 pm | 2 hrs |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Trello board (As a … I want … so that) |  | We have no impediments |
| Adril Kemyem | Trello board (As a … I want … so that) |  | We have no impediments |
| Mike Jun Yang Chiu Lim | Trello board (As a … I want … so that) |  | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  | **x** |  |  |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  | **x** |  |  |
| User Stories Workshop (story and acceptance criteria) |  |  | **x** |  |  |
| Estimation Planning & Moscow Prioritization | **x** |  |  |  |  |
| TRELLO – final setup | **x** |  |  |  |  |
| Product (Release) Roadmap | **x** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  | **x** |  |  |  |
| Design Mock-up | **x** |  |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  | **x** |  |  |  |
| Retrospective | **x** |  |  |  |  |
| Report (Outlining/Writing/Editing) | **x** |  |  |  |  |
| Building Presentation Slides | **x** |  |  |  |  |
| Dry Runs (practice presentation) | **x** |  |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking great. Everybody is keeping up with their works.** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

**LaSalle College, Montreal   
Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Mike Jun Yang Chiu Lim**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 6 | 21st October | Teams | 8:30 pm | 1 hr |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Word cloud |  | We have no impediments |
| Adril Kemyem | Word cloud |  | We have no impediments |
| Mike Jun Yang Chiu Lim | Word cloud |  | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  | **x** |  |  |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  | **x** |  |  |
| User Stories Workshop (story and acceptance criteria) |  |  | **x** |  |  |
| Estimation Planning & Moscow Prioritization | **x** |  |  |  |  |
| TRELLO – final setup | **x** |  |  |  |  |
| Product (Release) Roadmap | **x** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  | **x** |  |  |  |
| Design Mock-up | **x** |  |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  | **x** |  |  |  |
| Retrospective |  | **x** |  |  |  |
| Report (Outlining/Writing/Editing) | **x** |  |  |  |  |
| Building Presentation Slides | **x** |  |  |  |  |
| Dry Runs (practice presentation) | **x** |  |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking good. We are just catching up what was taught in the class.** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

**LaSalle College, Montreal   
Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Mike Jun Yang Chiu Lim**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 7 | 27th October | School | 11:00 am | 1 hr |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Cleaning up our user stories |  | We have no impediments |
| Adril Kemyem | Cleaning up our user stories |  | We have no impediments |
| Mike Jun Yang Chiu Lim | Cleaning up our user stories |  | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  |  | **x** |  |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  |  | **x** |  |
| User Stories Workshop (story and acceptance criteria) |  |  | **x** |  |  |
| Estimation Planning & Moscow Prioritization |  | **x** |  |  |  |
| TRELLO – final setup |  | **x** |  |  |  |
| Product (Release) Roadmap | **x** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  |  | **x** |  |  |
| Design Mock-up | **x** |  |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  |  | **x** |  |  |
| Retrospective |  |  | **x** |  |  |
| Report (Outlining/Writing/Editing) |  | **x** |  |  |  |
| Building Presentation Slides | **x** |  |  |  |  |
| Dry Runs (practice presentation) | **x** |  |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking good so far. We are just following our dailies.** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

**LaSalle College, Montreal   
Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Mike Jun Yang Chiu Lim**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 8 | 3rd November | Teams | 8:30 pm | 2 hours |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Mariena Soussani | Trello board (Given that … when … then) | Prioritising backlog | No impediments |
| Adril Kemyem | Trello board (Given that … when … then) | Prioritising backlog | No impediments |
| Mike | Trello board (Given that … when … then) | Prioritising backlog | No impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  |  |  | **X** |  |
| Product Vision & Box |  |  |  | **X** |  |
| Personas |  |  |  | **X** |  |
| User Stories Workshop (story and acceptance criteria) |  |  | **60%** |  |  |
| Estimation Planning & Moscow Prioritization |  | **x** |  |  |  |
| TRELLO – final setup |  | **x** |  |  |  |
| Product (Release) Roadmap | **x** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  |  | **x** |  |  |
| Design Mock-up | **x** |  |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  |  |  | **x** |  |
| Retrospective |  |  | **x** |  |  |
| Report (Outlining/Writing/Editing) |  |  | **x** |  |  |
| Building Presentation Slides | **x** |  |  |  |  |
| Dry Runs (practice presentation) | **x** |  |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **Product is looking okay. We are behind a bit, so we have to catch up.** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES**  **One** | **IMMINENT CHANGES** | |

**LaSalle College, Montreal   
Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Mike Jun Yang Chiu Lim**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 9 | 15th November | School | 12:00 pm | 3 hrs |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Trello board (Given that … when … then) | Cleaning and summarise everything up (Acceptance criteria) | We have no impediments |
| Adril Kemyem | Trello board (Given that … when … then) | Cleaning and summarise everything up (Acceptance criteria) | We have no impediments |
| Mike Jun Yang Chiu Lim | Trello board (Given that … when … then) | Cleaning and summarise everything up (Acceptance criteria) | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  |  |  | **x** |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  |  | **x** |  |
| User Stories Workshop (story and acceptance criteria) |  |  | **x** |  |  |
| Estimation Planning & Moscow Prioritization |  | **x** |  |  |  |
| TRELLO – final setup |  | **x** |  |  |  |
| Product (Release) Roadmap | **x** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  |  | **x** |  |  |
| Design Mock-up | **x** |  |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  |  |  | **x** |  |
| Retrospective |  |  | **x** |  |  |
| Report (Outlining/Writing/Editing) |  |  | **x** |  |  |
| Building Presentation Slides | **x** |  |  |  |  |
| Dry Runs (practice presentation) | **x** |  |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking decent because we had some delays last week.** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

**LaSalle College, Montreal   
Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Mike Jun Yang Chiu Lim**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 10 | 22nd Nov | School | 10:00 | 2hrs |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** |  |  | **x (1 hr)** |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Fibonacci series | Fibonacci series | We have no impediments |
| Adril Kemyem | Prioritise backlog | Prioritise backlog | We have no impediments |
| Mike Jun Yang Chiu Lim | Fibonacci and MoSCoW | Fibonacci and MoSCoW | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  |  |  | **x** |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  |  | **x** |  |
| User Stories Workshop (story and acceptance criteria) |  |  |  | **x** |  |
| Estimation Planning & Moscow Prioritization |  |  |  | **x** |  |
| TRELLO – final setup |  |  | **x** |  |  |
| Product (Release) Roadmap |  |  | **x** |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  |  |  | **x** |  |
| Design Mock-up |  | **x** |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  |  |  | **x** |  |
| Retrospective |  |  | **x** |  |  |
| Report (Outlining/Writing/Editing) |  |  | **x** |  |  |
| Building Presentation Slides |  | **x** |  |  |  |
| Dry Runs (practice presentation) |  | **x** |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is going a bit slower than we expected because we had some delays due to personal issues** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

**LaSalle College, Montreal   
Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Adril Kemyem**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 11 | 23rd Nov | Teams | 20:00 |  |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Finalising Trello | Finalising Trello | We have no impediments |
| Adril Kemyem | Finalising Trello | Finalising Trello | We have no impediments |
| Mike Jun Yang Chiu Lim | Release Plan | Release Plan | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  |  |  | **x** |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  |  | **x** |  |
| User Stories Workshop (story and acceptance criteria) |  |  |  | **x** |  |
| Estimation Planning & Moscow Prioritization |  |  |  | **x** |  |
| TRELLO – final setup |  |  |  | **x** |  |
| Product (Release) Roadmap |  |  |  | **x** |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  |  |  | **x** |  |
| Design Mock-up |  | **x** |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  |  |  | **x** |  |
| Retrospective |  |  | **x** |  |  |
| Report (Outlining/Writing/Editing) |  |  | **x** |  |  |
| Building Presentation Slides |  | **x** |  |  |  |
| Dry Runs (practice presentation) |  | **x** |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **We are slowly catching up** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

**LaSalle College, Montreal   
Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Adril Kemyem**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 12 | 24th Nov | School | 8:00 | 4hrs |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** |  | **x** |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Draw the user cases | Draw the user cases | We have no impediments |
| Adril Kemyem | Writing the acceptance criteria | Start planning the UML | We have no impediments |
| Mike Jun Yang Chiu Lim | Correcting the user Stories | Start planning the UML | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  |  |  | **x** |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  |  | **x** |  |
| User Stories Workshop (story and acceptance criteria) |  |  |  | **x** |  |
| Estimation Planning & Moscow Prioritization |  |  |  | **x** |  |
| TRELLO – final setup |  |  |  | **x** |  |
| Product (Release) Roadmap |  |  |  | **x** |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  |  |  | **x** |  |
| Design Mock-up |  | **x** |  |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  |  |  | **x** |  |
| Retrospective |  |  | **x** |  |  |
| Report (Outlining/Writing/Editing) |  |  | **x** |  |  |
| Building Presentation Slides |  | **x** |  |  |  |
| Dry Runs (practice presentation) |  | **x** |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is doing fine for now. We are going to do our absolute best in the weekend** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

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**Scrum Master Log**

**Log Author:** Adril Kemyem

**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 13 | 29th Nov | School | 12:00 | 3 hrs |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Working on the case diagram | Working on the case diagram | We have no impediments |
| Adril Kemyem | Working on the case diagram | Working on the case diagram | We have no impediments |
| Mike Jun Yang Chiu Lim | Working on the case diagram | Working on the case diagram | We have no impediments |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  |  |  | **x** |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  |  | **x** |  |
| User Stories Workshop (story and acceptance criteria) |  |  |  | **x** |  |
| Estimation Planning & Moscow Prioritization |  |  |  | **x** |  |
| TRELLO – final setup |  |  |  | **x** |  |
| Product (Release) Roadmap |  |  |  | **x** |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  |  |  | **x** |  |
| Design Mock-up |  |  | **x** |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  |  |  | **x** |  |
| Retrospective |  |  | **x** |  |  |
| Report (Outlining/Writing/Editing) |  |  | **x** |  |  |
| Building Presentation Slides |  | **x** |  |  |  |
| Dry Runs (practice presentation) |  | **x** |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking good, start to catch up all the delayed work** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

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**FINAL PROJECT**

**Scrum Master Log**

**Log Author:** Adril Kemyem**Team/APP/Information System:** Fit Space Status

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| 14 | 1st Dec | School | 8:00 | 3 hrs |

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| **Marilena Soussani** | **x** |  |  |  |  |
| **Adril Kemyem** | **x** |  |  |  |  |
| **Mike Jun Yang Chiu Lim** | **x** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **What have I done since our last meeting?** | **What am I doing until our next meeting?** | **What are my impediments?** |
| Marilena Soussani | Finalising the user case |  |  |
| Adril Kemyem | Finalising the user case |  |  |
| Mike Jun Yang Chiu Lim | Finalising the user case |  |  |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUCT components, and the white background represent PROJECT components.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| Business Case |  |  |  | **x** |  |
| Product Vision & Box |  |  |  | **x** |  |
| Personas |  |  |  | **x** |  |
| User Stories Workshop (story and acceptance criteria) |  |  |  | **x** |  |
| Estimation Planning & Moscow Prioritization |  |  |  | **x** |  |
| TRELLO – final setup |  |  |  | **x** |  |
| Product (Release) Roadmap |  |  |  | **x** |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  |  |  | **x** |  |
| Design Mock-up |  |  | **x** |  |  |
| Team Charter |  |  |  | **x** |  |
| Meeting Logs |  |  | **x** |  |  |
| Burndown Chart |  |  |  | **x** |  |
| Retrospective |  |  | **x** |  |  |
| Report (Outlining/Writing/Editing) |  |  | **x** |  |  |
| Building Presentation Slides |  | **x** |  |  |  |
| Dry Runs (practice presentation) |  | **x** |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVIEW**  How is the product looking so far?   |  | | --- | | **NOTES**  **The product is looking good, just have to start working on the class diagram** | | **RETRO**  How did the team do this week?   |  |  | | --- | --- | | **BEST PRACTICES** | **IMMINENT CHANGES** | |

## **Team Retrospective**

Let's think back to what we've been doing and figure out how we can make our team work better. Our goal is to improve how we do things, work together, and finish tasks the right way.

Acknowledging that our communication wasn't always flawless, we recognise the need for faster responses to user feedback.

In the spirit of improvement, we're set to evaluate our workflow to ensure it's both efficient and straightforward. Regular team meetings will become more regular, giving us clearer communication and a deeper understanding among us.

Our teamwork is our strength, and to maximise it, we're committed to smoothing out our sprint process for quicker release.

Taking a closer look at our task completion criteria is important. This will guide us in doing things right the first time, making the overall quality of our work better.

As we begin these changes to enhance our work, our aim is to make the Fit Space Status Gym App even more amazing. Together, we're shaping a brighter future for our team and the app we're proud to build.