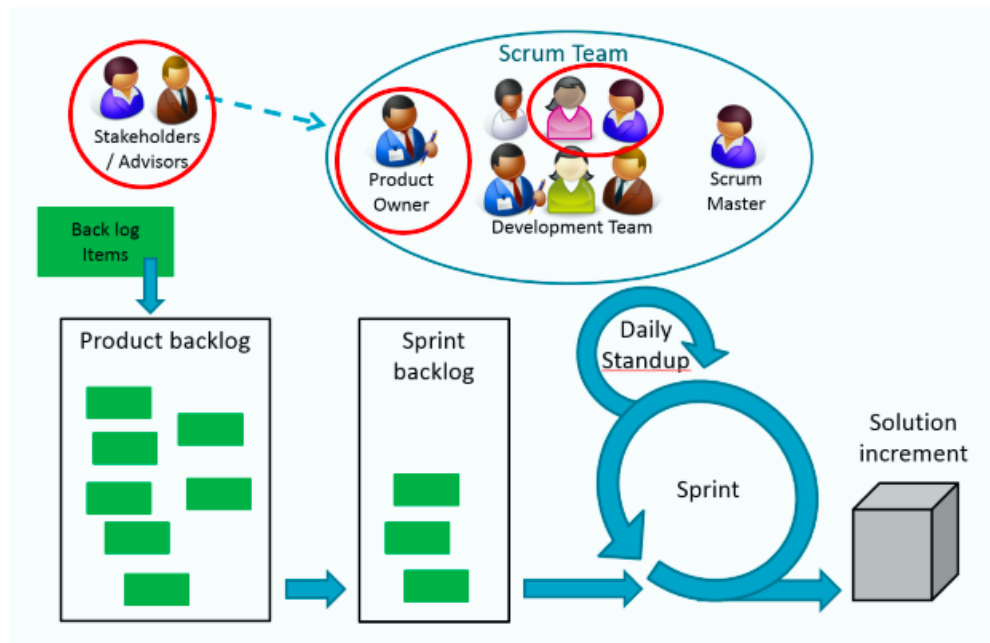


SCRUM Manual

Digital Research Internship Program

Newcomb Institute

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Introductions: Name, year, major(s)

Newcomb Institute offers undergraduates the opportunity to obtain a technology skillset with tangible experience working on digital projects in the humanities and sciences. This paid internship program supplements students' major and minor fields of study when seeking employment or other technology internships. Interns work with Tulane faculty, graduate students, and staff on digital projects that contributes original research.

NI Tech's Mission Statement

Newcomb Institute's Technology Initiatives promotes feminist leadership in technology-centered communities through student programming and digital scholarship.

NI's Technology Initiatives provides:

- Resources for faculty working on digital research that contributes original research to their field,
- Opportunities for students to obtain unique technology skill-sets to supplement their majors and minors,
- Community spaces and digital resources that supports the increase of Women Technologists, Women-in-Tech allies, and gender-related research topics

Meeting and Work Times:

Weekly SCRUM Meetings: You are expected to attend this meeting every week unless otherwise arranged. Monday 3:00-4:00 via zoom.

Due to COVID-19, you should work from your residential areas unless you specifically come into the lab. You can schedule time to work in the lab. All meetings should be conducted via zoom.

Remuneration:

This is a paid internship. You are expected to work 5 hours a week AND meet with the SCRUM team once a week, for a total of 6 hours. You will be paid hourly/\$10.00. You must receive permission to work more than 6 hours a week.

You may only clock in and out using a lab computer AND sign in/out in the lab on the clipboard.

If you miss a time punch, email Hillary Margherio, hscholl@tulane.edu and cc Jacque. Do not try to fix the punch by clocking in/out at the wrong time.

You are expected to show up when your shift begins and stay throughout your shift. If you cannot make your shift, you must email Jacque, and make up that time.

If you work two jobs, be sure that you are designating the correct job (dropdown) before you clock in.

Communication:

You are expected to communicate when you need help, are confused, or are behind on your goals. Needing help or asking questions is not a sign of weakness. It is a sign of strength. You are also expected to save all materials in the Scrum Share Drive and update the trello weekly. When sending emails you should always use your Tulane email account. Agile is a about collaboration and communication.

The Scrum Process:

1. Scrum Advisor (Jacque) meets with faculty to build syllabus.
2. Scum Advisor provides syllabus to Product Developer and Devs.
3. Product Developer (Lindsay) takes syllabus and builds a product log of features. The Product Developer meets with Scrum Advisor, the faculty (first week) to break down the

objectives in the syllabus into manageable goals and assigns those goals a Sprint based on priority.

4. Product Developer brings the Product backlog to the weekly stand-up meeting. The Development team takes Sprint goals assigned for that Sprint and breaks the goals down further into the Sprint Backlog. The Sprint Backlog indicates the task, status (complete, pending, parking lot), who is assigned that task, sprint deadline. Development team delegates the tasks amongst themselves.
 - a. Dev team members should be assigned to work on large tasks in pairs and should not always work on the same project.
 - b. If items go into the parking lot, Dev Team members need to actively attempt to find resolution before the end of the sprint. Write detailed comments about why you are stuck in the comments. Dev Team members and the product developer should check the parking lot on each shift.
5. During the sprint week, the students work on the tasks in the lab (five hours). As they complete the tasks, they move the items in the appropriate columns. The product developer meets with faculty about the progress made the previous sprint week and meets with Jacque to look ahead. They adjust the future Product backlog priority list for the next sprint.
6. During the next stand-up meeting, the development team reports on their progress and prepares for the next sprint and the Product Developer brings feedback from faculty and brings updated product log (Repeat step 4). Scrum Facilitator manages the process and work-flows, provides support and negotiates ties.

Faculty clients and the Product Developer meets one-on-one. Dev team members can attend these meetings with the product owner if the team member can make the set meeting time. Meeting times with faculty should not be adjusted to meet Dev team member's schedules. If a stakeholder solicits the Dev team for a meeting outside of the weekly standup, Jacque and the product owner needs to be in attendance.

Roles

Product Developer

The Product Developer spends their five hours a week meeting with faculty members (stakeholders) and the Scrum Facilitator. During these meeting she/he/they gather enough information about the objectives on the syllabus to create features ready for the sprint. She/he/they develop a product backlog (features/objectives and due dates) with the stakeholders, update the backlog throughout the semester during meetings for future sprints, and report on progress. The product developer with the help of the Scrum Facilitator prioritizes the objectives on the (product backlog).

It is the product developer's job to gather enough information from the faculty member to create a feature that is ready for the sprint. With the help of the Scrum Facilitator, the Product owner will prioritize the projects based on:

- Is their enough information to make a feature.
- What is the objective deadline.

- How much time will take to complete a task

The product developer also leads retrospectives and trainings.

Weekly Stand-up and Planning Meeting: During the planning meeting, the Product Developer leads the meeting and speaks for faculty and makes sure that the Spring backlog is prioritized according to all of the faculty members' needs.

SCRUM Advisor

The SCRUM advisor is a servant-leader who makes sure the SCRUM process is running smoothly and protects the team.

- All team members reports to Dr. Howard.
- Dr. Howard helps to facilitate meetings, conducts one-on-ones as needed with Dev. Team, and provides guidance on completing tasks.
- Manages the team.
- She answers any questions you may have.

Developer (Dev Team)

The Dev Team spends their five hours a week completing the Sprint backlog tasks that they claim. All of the tasks should be completed by the end of the sprint or detailed notes needs to be added to the card about the status of the task. During the planning meeting the Dev team negotiates the Spring backlog and breaks up the tasks into manageable tasks. Team members play multiple roles and will work on multiple projects. They work to complete the products.

It is the dev's responsibility to gather all information that they might need before they leave the meeting. If they find themselves stuck when sitting down to do the task, the dev should refer to their notes and contact the product developer. Remember the product developer will not be immediately available so it is important to have a variety of work to do.

The Dev team is responsible for updating their tasks in Trello and adding detailed notes. They need to supply enough information, that the product developer can communicate to the advisors what you did, how you did it, and can physically show them. It is okay for the product owner to come to Dev team members to ask "in the weeds" questions... sometimes but the Dev team is responsible for communicating.

Tools

Sprint – a period of time in which goals are broken up into tasks to be completed. Sprints run over a course of two weeks.

Syllabus (also known as project plans)

Communicates with everyone the goals and expectations of the project. Training time is included as objectives. Faculty creates/Scrum Facilitator Consults. All project plans/syllabi live in the share drive.

Product BackLog in Trello

Illustrates that as the stakeholder/user, I want [action] so that [purpose]. Shows Objective and date, expected sprint. Product Developer creates/Scrum Facilitator Consults

Sprint Backlog - Weekly Tasks in Trello

Each week, the Product Developer creates task from the Product Backlog based on what needs to be accomplished during that sprint. They break these tasks into actionable steps with the help of the Scrum Facilitator and Dev Team using a User Story template.

Template: As a <type of user>, I want <some goal> so that <some reason>. To do this, I must <split the user story in to a smaller user story> and make sure it <add conditions of satisfaction>
Example: As a user, I can indicate folders not to backup so that my backup drive isn't filled up with things I don't need saved.

The Scrum Backlog shows in columns the user stories columns for each Sprint. It shows which stories are In progress, Completed, Parking Lot. It also shows who is assigned to each task.
Scrum Dev Team creates/Scrum Facilitator Consults

Step Six - Semester Schedule

Sample Schedule

Sprint	Planning	Stand-Up	Demo
Week One – Training	8/24	N/A	N/A
Sprint 1	8/31	9/14	9/21
Sprint 2	9/21	9/28	10/5
Sprint 3	10/5	10/12	10/19
Sprint 4	10/19	10/26	11/2
Sprint 5	11/2	11/9	11/16
Sprint 6	11/16	11/23	--
Next Semester - Semester Review	TBD		
Sprint 8			
Sprint 9			
Sprint 10			
Sprint 11			
Sprint 12			
Sprint 13			
Sprint 14			
Spring 15			
Technology Showcase			

First Meeting Agenda

What do you want out of this internship?

What is Scrum and an Agile framework.

Lindsay Hardy, [Why Scrum](https://tulane.box.com/s/r4cknz2bc076fbio2h6rak4znny6cx8z), <https://tulane.box.com/s/r4cknz2bc076fbio2h6rak4znny6cx8z>

Create working agreements:

- Tips and what worked last year.
- What are our team values?
- What kinds of rules do we follow for these types of meetings.
- How can we make the parking lot more efficient.
- When you cannot meet the weekly goals, what do we need to see?
- What do you want to be held accountable for as a team?
- Last year, we focused on collaboration. What do we want to work on this year?

Goals from last year:

- Our values include: open communication, trust, honesty, clarity on the things one knows and does not know, responsiveness (specifically, responses to people in the group chats once on the clock)
- For our meeting we want to see: less of Jacque talking and leading the meetings, no interrupting of those speaking, everyone contributing in work and discussion, an environment where people are comfortable to move the conversation back to a topic if they have more to share
- The parking lot can be handled through: a color flag system, bringing up blockers earlier in the week not saving them until the meeting

Goals from this year:

- Strong communication, updating the Slack
- Don't think of yourself as branching off from the team – don't be afraid to reach out to people
- Making sure to work earlier and keep with your schedule
- Prioritize your tasks accordingly
- If you didn't get all your tasks done make sure that you document what you didn't get done, reflect and be honest with the team
- Front end development

Expectations:

- Show up and be on-time,
- Be forthcoming about questions,
- Meet deadlines,
- Hold each other accountable,
- Report when stuck – don't be afraid to reach out
- Work on work when at work,
- Keep the lab clean.
- Use the clipboard and clock in.
- Focus on teamwork. Buddy system – teach new devs the ropes. Share responsibilities. Cross functionality

This week:

Trello – the set up, notes for each week in the box

Watch

- Introduction to Scrum – 7 minutes, <https://www.youtube.com/watch?v=9TycLR0TqFA>

Create Accounts

Trello – Product backlog and the Sprint backlog. Everyone is expected to check the Slack and trello after they clock-in and before they start work.

- Create a free account at: <https://trello.com/>
- Product Backlog: <https://trello.com/b/t6fBw5uY/2019-2020-scrum-team>
- Sprint Backlog: Coming Soon
- Slack: <https://digitalresear-lnm7935.slack.com/messages/CKXMMRERZ/>

Box – share drive – place to store syllabi, account information, and a place to store the work you are working on.

- Create a free account at: <https://www.box.com/>
- <https://tulane.box.com/s/bsgbgrd0f5rgr1us4b0snn784xa3nv62>

Take the Technology Programs Evaluation Survey:

http://tulane.co1.qualtrics.com/jfe/form/SV_8e11WN2XaEuWsTj

LinkedIn – social media area for information shared by Jacque about outside opportunities.

- Create a free account: <https://www.linkedin.com/>
- NI Tech Students: <https://www.linkedin.com/groups/12097742>

Virtual Machines – To access Adobe CC on your computer, you will install and login to a Virtual Machine.

Horizon Client install:

1. From any browser go to <https://horizon.tulane.edu/>
2. On the page that opens click on the “Install VMWare Horizon Client”
3. Under product downloads choose the one that matches your operating system, and pick the “Go to Download” link
4. Click the Download button and download and run the installer.

Horizon Client Access:

1. After the install is complete it will put a VMware Horizon client icon on your desktop. Double click the icon to launch it
2. Once the application opens click the “New Server” link at the top and in the box that opens enter: <https://horizon.tulane.edu> (you will only have to do this step the first time setting up the client), and hit connect
3. In the box that pops up enter your tulane id, email password, hit Login

Now from the application section choose “IT.VDI.NCI_LabUsers”

5. This will open a full Virtual Desktop environment to try out your applications

Explore the field of digital humanities and be ready to discuss the following readings:

Karen Sieber, “The Act of Tactical History,” *Perspectives on History*

<https://www.historians.org/publications-and-directories/perspectives-on-history/summer-2019/an-act-of-tactical-history>

Risam, Roopika. “Beyond the Margins: Intersectionality and the Digital Humanities.” *Digital Humanities Quarterly* 009, no. 2 (September 2, 2015).

<http://www.digitalhumanities.org/dhq/vol/9/2/000208/000208.html>

micha cárdenas, “Wearable Electronics,” *Interaccess*

<https://www.youtube.com/watch?v=Dp6cKLKyqgw>

Jennifer Howard, “For Comfort and Posterity, Digital Archives Gather Crowds,”

<https://www.chronicle.com/article/In-Wake-of-Traumas-Digital/143077>

A Guide to Digital Scholarship, <https://libguides.tulane.edu/dh>

Web Search

Conduct a web search to find resources and foundational knowledge on each of the following topics. You should find five reliable sources for each.

https://app.box.com/services/box_for_office_online/4881/710167292077/b54172.1564fb78dd3b29c43e512c3cff6f0b826134a2af514e51749af10ff65c3e5529?node_type=file

- Digital Humanities/Critical Digital Humanities/ Intersectional Digital Humanities/Black Digital Humanities/ Digital Research

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