

## COMP30022 Week 12 Checklist

**Team Name:** HOT CHEETOS (Team 71)

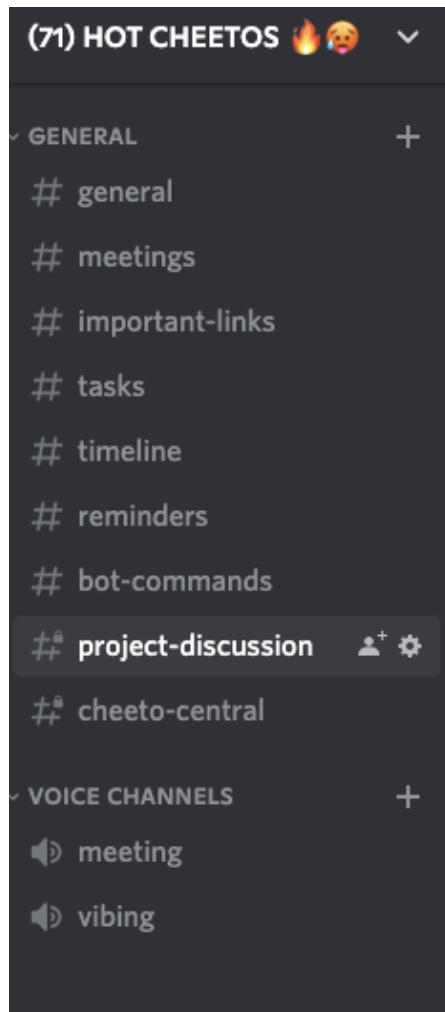
**Supervisor:** Doc Wallace

### Process

- **Communication tool up to date?**

See Discord server here: <https://discord.gg/Adpm572XfP>

Discord server layout:

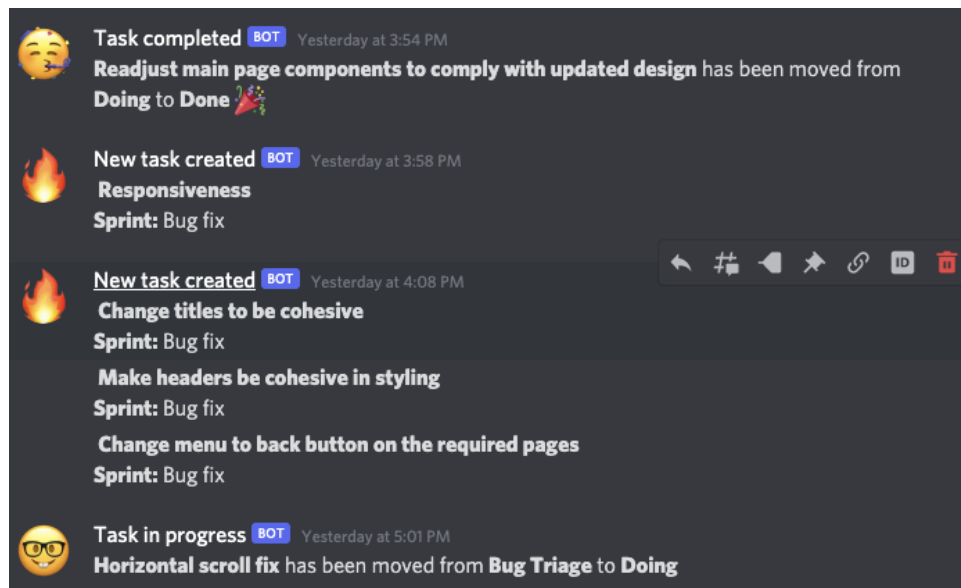


Our Discord has been successful in facilitating our communication in multiple ways. We have used two channels to communicate, one for project specific, more focused discussion (#project-discussion), and one for less specific discussion about any problems etc (#cheeto-central).

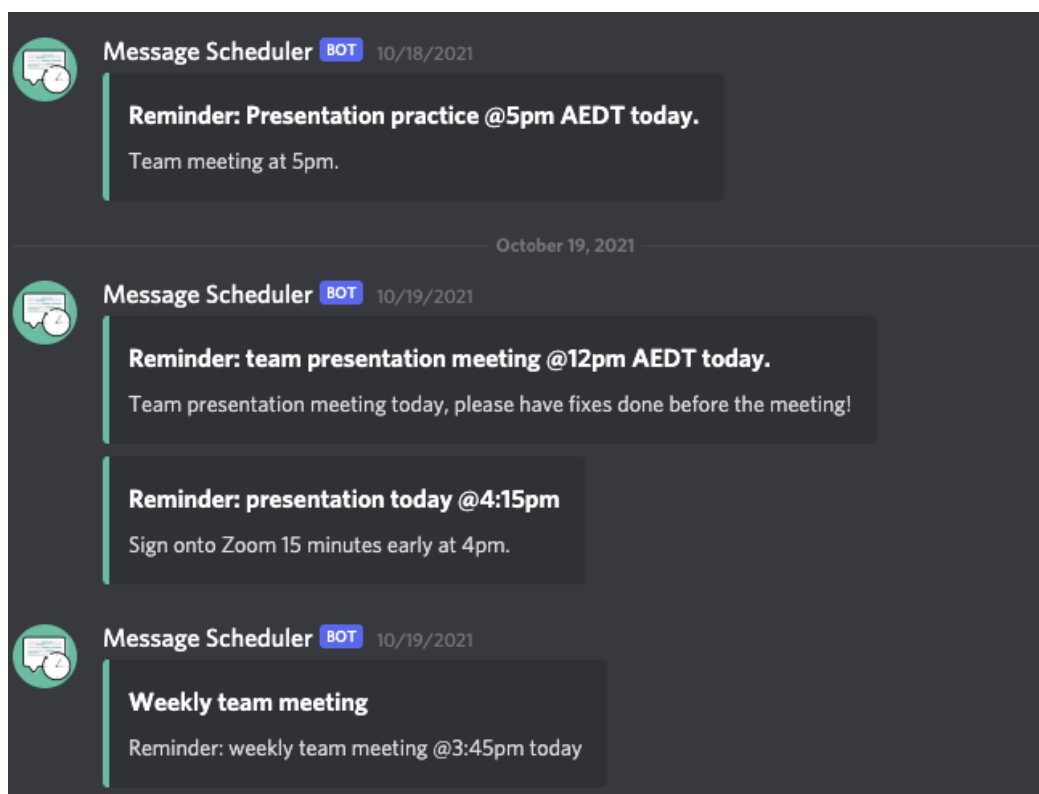
We utilised the #general channel to discuss with our client directly, who we invited as a guest to our server and can see select channels. We would organise meetings and sprint reviews with him there.

#meetings was used to place links to meetings and meeting minutes, as well as when they would be held. We stored our important links in Discord (Trello, minutes, etc.) and key information about tasks in our #important-links channel.

#tasks was linked up to our Trello board using automated bots, which would send through notifications of any new cards being made, cards being moved to doing, and cards that were completed. This allowed us to track tasks easily and for the team to be up to date on what everyone else was completing.



We used #timeline to track what overall elements we needed for each sprint and key dates. #reminders had regular reminders, set up via the #bot-commands channel, that would appear for team meetings, sprint retrospectives, due dates, etc.



Our Discord two voice/video channels, #meeting for all our team meetings, and #vibing for us to work together casually and for ad-hoc discussion.

See screenshots of our communication for Week 10 - Week 12 here:

[https://github.com/zakarya23/it\\_project/blob/main/docs/Week%2012/team%20communication%20w10-12.pdf](https://github.com/zakarya23/it_project/blob/main/docs/Week%2012/team%20communication%20w10-12.pdf)

- **Team documents up to date, including meeting minutes, task assignments?**  
All our team documents and task assignments can be found on our GitHub docs or Trello.

GitHub docs: [https://github.com/zakarya23/it\\_project/tree/main/docs](https://github.com/zakarya23/it_project/tree/main/docs)

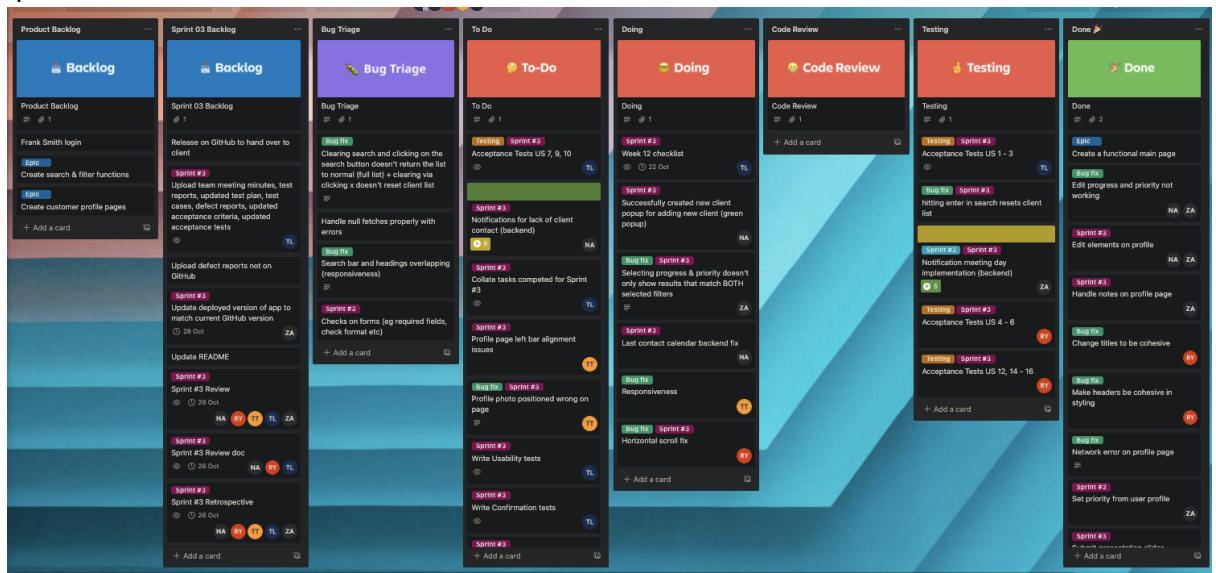
Meeting minutes:

[https://github.com/zakarya23/it\\_project/tree/main/docs/Meeting%20Minutes](https://github.com/zakarya23/it_project/tree/main/docs/Meeting%20Minutes)

Trello: <https://trello.com/b/e7Yw14Lg/hot-cheetos-kanban-board>

Trello was used as our task management system. We had multiple categories for various tasks and stages of tasks. This included: Product Backlog, Sprint Backlog (for our current sprint), Bug Triage, To Do, Doing, Code Review, Testing, Done. These allowed our workflows to be clear and cohesive. Also, we had flags for sprints, bug fixes and epics, allowing easy categorisation of tasks. Finally, tasks that came from our user stories had story points and coloured headers to indicate their priority (green for low, yellow for medium, red for high).

Here is a screenshot of what our task board looked like at one point during our final sprint:



- **Please give a link to the repository.**  
This is our GitHub repository: [https://github.com/zakarya23/it\\_project](https://github.com/zakarya23/it_project)

We stored all documents in our repository, including code, tests, design artefacts, minutes, sprint checklists, etc.

- **Are all team members contributing as equally as feasible? Elaborate as needed.**

Our team has done an excellent job throughout this final sprint to ensure everyone had a balanced workload, worked together, and contributed equally. Our scrummaster and product owner pre-planned each sprint, including this final sprint, and everyone would then be delegated tasks in the team sprint planning. This was a very easy way to break down tasks, and our Trello and story points allowed us to see that an equal workload was being shared. If additional tasks came up, team members were always willing to take on extra work, and to split those extra tasks up fairly. Additionally, team members helped one another out with their tasks, hopping onto our #vibing voice channel to discuss problems, or sending them in our chat #cheeto-central. We worked together to solve problems and also gave assistance to one another when people had busy periods. This is all reflected in our communication screenshots, linked in the first dot point.

- **Have you done a sprint retrospective?**

We completed our sprint retrospective for the sprint finishing in Week 9, the notes can be found here:

We are waiting to complete our sprint review with our client before we conduct our final Week 12 retrospective. Our retrospective is scheduled to immediately follow our sprint review and handover on Tuesday, October 26th.

## Artefacts

- **What requirements have been completed?**

We have completed all the requirements outlined by our client. These requirements were altered and changed several times throughout the entirety of the project, due to client requests. We previously outlined some changes in our Week 9 checklist. Additional changes were made during planning for our Week 12 sprint, as our client reviewed some of the remaining requirements and decided a few were unnecessary and redundant. We hence updated our requirements, user stories and user story tasks/story points.

Our requirements have been completed, and are outlined here. Their updates are noted in the document:

[https://github.com/zakarya23/it\\_project/blob/main/docs/Inception/Artefacts/Requirements%20elicitation.pdf](https://github.com/zakarya23/it_project/blob/main/docs/Inception/Artefacts/Requirements%20elicitation.pdf)

User stories (also updated):

[https://github.com/zakarya23/it\\_project/blob/main/docs/Inception/Artefacts/User%20Stories.pdf](https://github.com/zakarya23/it_project/blob/main/docs/Inception/Artefacts/User%20Stories.pdf)

Tasks and story points (also updated):

[https://github.com/zakarya23/it\\_project/blob/main/docs/Inception/Artefacts/Tasks%20%26%20Story%20Points.pdf](https://github.com/zakarya23/it_project/blob/main/docs/Inception/Artefacts/Tasks%20%26%20Story%20Points.pdf)

Artefacts completed during Sprint here:

[https://github.com/zakarya23/it\\_project/tree/main/docs/Week%2012](https://github.com/zakarya23/it_project/tree/main/docs/Week%2012)

The completion of our requirements can be verified through the screenshots we have of our completed tasks on Trello, throughout the duration of the project:

Week 6 Sprint completed

tasks: [https://github.com/zakarya23/it\\_project/blob/main/docs/Inception/Artefacts/Sprint%20%231%20\(Week%206\)%20completed%20tasks.png](https://github.com/zakarya23/it_project/blob/main/docs/Inception/Artefacts/Sprint%20%231%20(Week%206)%20completed%20tasks.png)

Week 9 Sprint completed tasks:

[https://github.com/zakarya23/it\\_project/blob/main/docs/Week9/Sprint%20%232%20Tasks%20Completed.png](https://github.com/zakarya23/it_project/blob/main/docs/Week9/Sprint%20%232%20Tasks%20Completed.png)

Week 12 Sprint completed tasks:

[https://github.com/zakarya23/it\\_project/blob/main/docs/Week%2012/Sprint%20%233%20\(Week%2012\)%20tasks%20completed.png](https://github.com/zakarya23/it_project/blob/main/docs/Week%2012/Sprint%20%233%20(Week%2012)%20tasks%20completed.png)

- **Have design artefacts changed since Sprint 1?**

Design artefacts have remained mostly the same since the previous sprint. Changes made:

Modified:

- Notification designs

All design artefacts here:

[https://github.com/zakarya23/it\\_project/tree/main/prototypes](https://github.com/zakarya23/it_project/tree/main/prototypes)

- **What tasks were completed in the sprint?**

The tasks completed during the sprint were reflected on our Trello board.

Here are the screenshots of our “Done” column on Trello, with all the completed tasks for this sprint:

[https://github.com/zakarya23/it\\_project/blob/main/docs/Week%2012/Sprint%20%233%20\(Week%2012\)%20tasks%20completed.png](https://github.com/zakarya23/it_project/blob/main/docs/Week%2012/Sprint%20%233%20(Week%2012)%20tasks%20completed.png)

- **Is coding up-to-date?**

Yes, our coding is up to date. We have been following our coding standards (see here: [https://github.com/zakarya23/it\\_project/blob/main/docs/Inception/Artefacts/Coding%20Standards.pdf](https://github.com/zakarya23/it_project/blob/main/docs/Inception/Artefacts/Coding%20Standards.pdf)).

Our codebase itself is also up to date. All code can be found here:

[https://github.com/zakarya23/it\\_project/tree/main/Code](https://github.com/zakarya23/it_project/tree/main/Code)

- **Do you have test results? If so, give link.**

Yes, all our test related documents and test plan can be found here:

[https://github.com/zakarya23/it\\_project/tree/main/tests](https://github.com/zakarya23/it_project/tree/main/tests)

Test results can be found here:

[https://github.com/zakarya23/it\\_project/tree/main/tests/test-reports](https://github.com/zakarya23/it_project/tree/main/tests/test-reports)

Acceptance tests & criteria can be found here:

[https://github.com/zakarya23/it\\_project/tree/main/docs/Week9](https://github.com/zakarya23/it_project/tree/main/docs/Week9)

- **What is the deployment status?**

Deployed web app: <https://chetohs-crm.herokuapp.com>

The tool used to deploy the web application was Heroku. As we are using React and Node for our development, 2 different Heroku servers were deployed, one for backend and one for the frontend. First the backend was deployed on Heroku, then once we had the link to the live server of the backend. We added that link to our front end react code so that all fetch, post and get requests are taken from the live server now instead of locally.

Once all links were added to the front end code, the front end was deployed on Heroku and all aspects tested to make sure the branch that we hosted was working properly.

The application was successfully hosted on Heroku and is working in fine condition.

- **Do you have a handover date?**

Yes, our handover is scheduled for Tuesday, October 26th, and will occur immediately following our sprint review.