PROJECT 1

SPRINT 2 ITERATION

ITECH3208

BY: PROJECT TEAM 02

HELISHA GUNVANTRAI PATEL (30391432)

JAHANVI PRAKASHKUMAR DARJI (30391512)

Table of Contents

1. Theme and Wishlist: 2

Theme: 2

Wishlist: 2

2. Sprint Backlog: 2

3. Sprint Review 5

Review meeting 1: 5

Review meeting 2: 7

Review meeting 3: 8

4. Retrospective meeting minutes: 10

What went well? 10

What went wrong? 10

What could be improved? 10

What is out of our control? 11

2. Revised Product Backlog: 11

3. Team Contribution and Progress: 17

SPRINT 2 ITERATION

1. Theme and Wishlist:

Theme: To build a website for the Employability.Life, having a plethora of functionalities, namely: home page, about us page, courses, review, contact us, and FAQ pages.

Wishlist: To create, and test the website front-end, having the basic functionalities and features, as well as the back-end side, including the development of the reporting dashboard for the admin side.

2. Sprint Backlog:

The sprint backlog consists of a set of product backlog items, that are chosen for a respective sprint. Based on the discussion held among the SCRUM master, as well as the other members of the team, some of the high-priority backlog items have been selected for this particular sprint.

The team would work on the product items mentioned below: -

Requirement	Conditions of Satisfaction	Tasks and Estimates
US 01 As a new student, I want to register for interactive influence course on Employability.Life.	The link for registration is available on the navigation bar of the website. When a student, clicks on the register link, it should lead them to the registration page. The registration page would include the fields such as first name, last name, email-ID, respective password, and contact number.	**T1:** The option to register must be present for the students. - 1 Day (Helisha) **T2:** The student must be able to register themselves, thereby restoring their registration details, in the database management system. - 1 Day (Helisha)

	When the student gets registered, the details must be recorded in the database created, on the admin side. Once, a student registers successfully, a pop-up message indicating the same must appear, he/she must be then able to log in with the user-ID, and password.	**T3:** Display a pop-up message, indicating to the student, that they have been registered for the course, successfully. - ½ Day (Helisha)
US 02 As a registered student, I want to log in to the interactive courses, available on Employability.Life website.	The link for signing in must be available on the navigation bar of the website, for the students to log in. When a student, clicks on the login link, it should direct them to the login page. The login page would include the fields, such as user-ID, and password. When the student clicks the submit button, a confirmation message will get popped up, informing the respective student that they have successfully logged in to the system.	**T4:** The option to log in must be present for the student to log in to the course. - ½ Day (Jahanvi) **T5:** The student must be able to log in themselves, thereby tracking their login activity in the database. - 1 Day (Helisha) **T6:** Display a message, indicating to the student, that they have successfully logged in for the course. - 1 Day (Helisha)
US 03 As a student, I want to book a course available on Employability.Life.	The link for booking a particular course must be available on the courses page, for the students. When a student clicks on the booking link, he/she should be directed to the booking page.	**T7:** The option to book a mentor session for a respective course, must be available for the students. - ½ Day (Jahanvi) **T8:** The student must be able to book the mentor session by providing details of the fields mentioned on the booking page,

	The booking page would include fields such as start and end time, for the student to choose the course duration they prefer (not more than 30 pages). When the student clicks the submit button, they will be re-directed to the receipt page, wherein all the important details will be displayed.	thereby storing those booking details, in the database system. - 1 Day (Jahanvi) **T9:** To re-direct students to the receipt page, and display essential data. - ½ Day (Jahanvi)
US 04 As a student, I want to post my reviews.	The link for reviews must be visible on Employability.Life. When a student clicks on the link, he/she should be directed to the review page. The reviews page would have fields such as name, and review, to be posted by the student. When a student posts a review, it must be displayed on the same webpage as the bottom side, along with reviews posted by other students.	**T10:** The link to post review, must be available for the students. - 1½ Day (Jahanvi) **T11:** The student must be able to provide details to the fields present on the reviews page, and post their review. - 1 Day (Helisha) **T12:** Display the review posted by the student, on the same page, at the bottom segment. - ½ Day (Helisha)
US 05 As a student, I would resolve my queries.	The link for frequently asked questions (FAQs), must be available on the navigation bar of the website. When a student clicks on that link, then they must be re-directed to the FAQ page.	**T13:** The link to the FAQ page must be available. ½ Day (Jahanvi) **T14:** The student must be re-directed on the FAQ page. 2 Day (Jahanvi)

	The FAQ page must display, all the frequently asked questions, by the students.	**T15:** Display all the frequently asked questions (FAQs), on the FAQ page. - 1 Day (Jahanvi)

3. Sprint Review

Review meeting 1:

Meeting	**Review Meeting**
Client Name	Tabinda Khan
Date:	18/05/2022
Start Time:	1:00 PM
Finish Time:	1:30 PM
Minute Taker:	Helisha Patel
Location:	Melbourne Campus
Medium of communication	Face to face discussion

1. Meeting Objective
The aim of conducting the meeting with the client was to get a suggestion for the prototypes that we made regarding the project, which would be helpful for starting the development phase.

2. Attendance		
Name	**Position**	**Attendance**
Nadun	Product Owner	Present
Helisha Patel	SCRUM master	Present
Jahanvi Darji	Designer	Present
Sandeep	Developer	Absent
Riddhi	Tester	Present

3. Actions	
Topics/Discussion Notes	**Discussion led by**
Reviewing the suggestions provided by the client	SCRUM master and Designer
Colour- contrast and design requirements were discussed	All team members
Discussed the functionalities required by the client for the project.	The product owner, designer, and SCRUM master.
Client Feedback	
The client suggested the team members to make some changes to the designing part specifically the color contrast of the Employability.Life website, and thereby understand the improvements that could be implemented on the website.	

1. Next Meeting					
Date:	28/05/2022	**Time:**	Confirmed By email	**Location:**	Informed By email

Review meeting 2:

Meeting	Review Meeting
Client Name	Marketa Mojzisova
Date:	28/05/2022
Start Time:	2:00 PM
Finish Time:	2:30 PM
Minute Taker:	Helisha Patel
Location:	Melbourne Campus
Medium of communication	Microsoft Teams

1. Meeting Objective

The aim of conducting the meeting with the client was to discuss about the changes or recommendations about the current progress.

2. Attendance

Name	Position	Attendance
Nadun	Product Owner	Present
Helisha Patel	SCRUM master	Present
Jahanvi Darji	Designer	Present
Sandeep	Developer	Absent
Riddhi	Tester	Absent

3. Actions					
Topics/Discussion Notes					**Discussion led by**
Reviewing the project details discussed with the client					All team members
The project requirements which were suggested by the client were discussed					All team members
Discussed the revised product backlog items, as sprint backlog, consisting of the requirements, conditions of satisfaction, and the tasks or estimates for the same.					The product owner, designer, and SCRUM master.
Client Feedback					
The client suggested the project team to initiate the development and deployment of the employability.life website.					
1. Next Meeting					
Date:	03/06/2022	**Time:**	Confirmed By email	**Location:**	Informed By email

<u>Review meeting 3:</u>

Meeting	**Review Meeting**
Client Name	Tabinda Khan
Date:	03/06/2022
Start Time:	2:15 PM
Finish Time:	2:45 PM
Minute Taker:	Helisha Patel
Location:	Melbourne Campus
Medium of communication	Face to face discussion

1. Meeting Objective
The aim of conducting the meeting with the client was to demonstrate the prototypes and suggestions for improvements in it.

2. Attendance

Name	Position	Attendance
Nadun	Product Owner	Present
Helisha Patel	SCRUM master	Present
Jahanvi Darji	Designer	Present
Sandeep	Developer	Present
Riddhi	Tester	Present

3. Actions

Topics/Discussion Notes	Discussion led by
Reviewing the design specifics discussed with the client	The product owner, designer, and SCRUM master.
Discussed regarding the client's feedback for making a separate page for student reviews.	All the team members
Have discussed regarding the design, and layout specification for the Review page	SCRUM MASTER and designer

Client Feedback

The client recommended that it would be better if the student's review is on a separate page rather than under the course description.

1. **Next Meeting**

Date:	02/06/2022	Time:	Confirmed By email	Location:	Informed By email

4. Retrospective meeting minutes:

What went well?
SCRUM Master conducted meeting with clients to discuss the requirements and suggestions for the website. Also, she used to organize multiple scrum meetings for discussing about the progress of work. After reviewing the requirements, we started developing the website and deployment at the same time. We used different technologies such as HTML, CSS, and JavaScript for developing the front end which are used to develop the interactive components of the website. Moreover, for the admin side, we have used PHP and PhpMyAdmin, for developing the technical foundation. They store and arrange data and make sure everything on the front-end works. Additionally, we were well prepared for documentation and did all the submissions before the deadline.

Actions:

We scheduled follow-up meetings with team members as well as meetings with the client to review project progress. The SCRUM master took minutes of all the meetings that were held, distributed them to the team members, and shared them with the client. Furthermore, technologies like Microsoft Teams and other social media platforms were used to communicate effectively within the team. As a result, team members' creativity was encouraged, innovative alternatives were debated, and the project design process began effectively.

What went wrong?
The major issue we encountered was data normalization in the development phase.

Actions:

For resolving the same issue, we tried to follow the stages of normalization in order to eliminate redundancy and inconsistent dependency and thereby maintain data integrity.

What could be improved?
At this stage, we just started developing the website therefore while moving forward with the project, a lot many improvements will be made. The client's suggestions will be considered, and modifications to the proposed design will be made accordingly. Furthermore, the client may request the addition of a few additional features, therefore upgrading the website's overall flow and altering it to meet their needs.

Actions:

Follow-up meetings with clients would be held for the above changes, and team members would enhance the project design and development process accordingly. There will be efforts made to provide the project demonstration and documentation ahead of schedule. Moreover, the team will work accordingly to fulfill all the requirements of the client.

What is out of our control?
The client's decision, as well as the team's and client's technological and economic environments, are all factors beyond the project team members' control.

<u>Actions</u>:

Although the project team cannot completely control the above-mentioned external factors that have an impact on project deliverables, certain mitigation steps might be considered at the initial stage, so that in case if such matters do occur, team members can manage them more effectively.

2. Revised Product Backlog:

Priority Levels: 1- High 2- Medium 3- Low

User ID	User Type	Requirements	Conditions of satisfaction	Priority
US 01	STUDENT	As a new student, I want to register for an interactive influence course on Employability.Life.	The student will get registered, only when valid details, such as Mail-D, and contact number, are provided.	1
US 02	STUDENT	As a registered student, I want to log in to the interactive courses, available on Employability.Life.	The student would be logged in, only when suitable credentials, mainly user-ID, and password, are provided.	1

US 03	STUDENT	As a student, I would like to book a course of my choice, available on the Employability.Life website.	The student will get enrolled for the course successfully, only if they have logged in to the Employability.Life.	2
US 4	STUDENT	As a student, I want to get to know about the working of the Employability.Life.	The student will get access to about us page of the website, only if he is successfully logged in.	3
US 5	STUDENT	As a student, I want to book a course, within a given time-period, on the calendar page.	The student will be able to book the course time during, but not for more than 30 days.	2
US 6	STUDENT	As a student, I want to get answers to my queries.	The student will be able to view the frequently asked questions, on the FAQ page, only if successfully logged in with the website.	3

US 7	STUDENT	As a student, I want to view the reviews posted, by the other students.	The student will be able to view the reviews on the Reviews page, only if successfully logged in with the website.	3
US 8	STUDENT	As a student, I would like to post my own review on the website.	The student will be able to post their own suggestions, only if a valid user name is provided.	2
US 9	STUDENT	As a student, I want to view all the courses available on the website of Employability.Life	A student can only view all the available courses on the course page of the website if successfully logged in.	3
US 10	STUDENT	As a student, I contact Employability.Life team.	A student can only contact, by filling out a contact form available on the contact us page of the website, if they are successfully logged in with the website.	2

US 11	ADMIN	As an admin, I want to log in to the Employability.Life system.	The admin would be logged in, only when suitable credentials are provided.	1
US 12	ADMIN	As an admin, I want to view or update the records of the users, registered with the website.	The admin can view, and update all the details of registered students and staff members, only if the admin has been logged in successfully.	2
US 13	ADMIN	As an admin, I want to view, update, and delete the courses offered by the Employability.Life team.	The admin can view, the video, only if the admin has successfully logged in, whereas the admin can update, and delete the courses, only if the respective mentor has granted the permission to do so.	2
US14	ADMIN	As an admin, I must be able to delete, inappropriate reviews posted by the students, on the reviews page of the website.	The admin could be able to delete the inappropriate student reviews, only if logged in, on the admin side, with valid credentials.	3

US 15	MENTOR	As a mentor, I want to view the reviews posted by the students for their respective courses.	The mentor can view the reviews, only if they have logged in successfully, and has the authority for the same, from the admin.	2
US 16	MENTOR	As a mentor, I want to upload frequently asked questions for the students to view, on the website	The mentor would be able to upload the FAQs, only when the admin, gives the authority, and when they have valid credentials.	2
US 17	TRAINER	As a trainer, I want to upload the synopsis section, visible on the courses page of the website.	The trainer will be able to upload the synopsis section, only with valid credentials, and authority granted by the admin in charge.	2
US 18	CLIENT	As a client, I want to approve the project plans.	The client would be able to approve, only if the submitted project plan is fulfilling the requirements and functionalities demanded by the client.	1

US 20	CLIENT	As a client, I want to make the payments and accept the final deliveries of the project.	The client will be able to make the payment and accept the project deliveries, only if the project team has submitted all the project sprints deployed successfully as per the required functionalities, and within the specified deadline.	2
US 20	TECHNICAL TEAM	As a member of the technical team, I would like to fix any encountered glitches and make required system updates from time to time.	The technical team can fix glitches and make timely system updates, only when they are given access to the functioning of the entire system of Employability.Life, in order to reboot and maintain the system state.	1

3. Team Contribution and Progress:

Team Member	Roles	Contribution (Task Allocation)	Progress (Status)
Helisha	Scrum Master, Product Owner, and Developer	❖ To organize, and conduct the project progression meeting with the client.	Completed
		❖ To plan, and organize stand-up scrum meetings, on daily basis.	Completed
		❖ Developed, and deployed the Employability website front-end, and back-end.	Completed
		❖ To organize review meetings with the client, and work as per the feedback received.	Completed
Jahanvi	Designer, Developer, and Tester	❖ To design, develop, and test the website of Employability.Life	Completed
		❖ To add more functionalities (Courses, and reviews) to the current website for improving student engagement.	Completed
		❖ To ensure the website is developed, in appealing to its users, by making it more dynamic, and user friendly.	Completed