**ITIN 4440**

**Sprint 1 Report Out**

**Report what user stories/features were included in this sprint - Scrum Master**

This sprint we focused on getting the acuity scheduling square space integration set up and configured to accept reservations. We set up a field that recommends valid addresses as they are typed in. We set up email notifications and checked that both the client and Kip receive a notification upon the scheduling of an appointment. The F.A.Q. information on the existing site was compiled and placed into a sample F.A.Q. page determine the best method to format and present the information. GIT integration was implemented and tested to make sure that backing up the site would be possible going forward.

**Present the work completed this sprint - Developer**

GIT was the major integration on the development side this sprint. It will allow us to move forward confidently in future sprints, knowing that the original site is still backed up. We also configured settings on the acuity scheduler that allows us to limit how far in advance clients can schedule appointments. Email notifications were set up and tested, to make sure that both the client and Kip receive notifications upon the scheduling of an appointment.

**How did the team successfully meet the acceptance criteria? - Tester**

All criteria were met in tests. In a few cases the test cases needed to be altered due to misunderstandings in what was possible in the system, but the acceptance criteria were all done with quality. We also commented on the process of some test based on how each plan was implemented and how trying to verify the acceptance criteria changed our initial plans. For this first sprint, the act of passing stories off to testing was delayed as we learned to find the scheduling and time to test each story. The team handed off stories to us for testing when they believed their work ready, which meant some of the stories kept being pushed back for testing due to small tweaks.

**What worked well in this sprint that we want to continue doing? - Scrum Master**

Trello worked well this sprint; it is a good way to visually determine how each task is progressing. Tagging one tester to each task at the beginning was a good way to establish accountability that continued through the entirety of the card’s path. The testers did a great job updating the rest of the team on issues with a card and following up on changes. Having multiple channels in slack was a good way to separate conversations and let people focus on the task at hand. Separating the division of labor between the dev and ui/ux team based on the FAQ and visual appearance seemed to work well. It is difficult to draw the line when it is a plugin that we are configuring, so establishing responsibilities at the beginning of the sprint was important.

**What didn’t work well that we should stop doing? – Scrum Master**

Having multiple squarespace sites made sense for the ui/ux team, but it is confusing to figure out what site is responsible for which feature, and not having it all in one area makes it difficult to keep track of. Out of site out of mind. The slack channels could also use a bit of pruning. The division is good, but too much becomes confusing. The UI/UX team struggled against Squarespace’s limiting markup language, so we are going to go with more traditional html in the future.

**What should we start doing or improve? – Rotate**

This sprint we will start doing more to have individual responsibility for each task’s progress on trello. Moving the cards and keeping track of points spent will be the card owner’s responsibility to update. The next sprint will have more tasks and points, so staying on track to get them all done with enough time for the testers will be a priority.

We should be cautious of separating UI/UX user stories and related functionality user stories into different sprints- we need to be aware that if we are reviewing a product that functionally works but does not look good during a review with the stakeholders, we may get negative feedback.

**Tester – present information on how story/feature was tested. – Tester**

Stories were tested through the squarespace accounts or with directions given from the dev/uiux teams. In one case, with the Git story, we needed aid to understand what to do to test the system, but it worked once we were more familiar. Jacob and Connor split the tasks evenly and split the work on testing certain systems/browsers for usability. Jacob handled PC, Internet Explorer, Edge, and Android devices. Connor handled Mac, Chrome, Firefox, and iOS devices. Thus, division will likely be continued in future sprints as if worked nicely.

**UI – present – updates on changes to the UI Designer**

We were able to find out the general layout of Kip’s site and reverse engineer a style sheet so that we can continuously replicate it for testing and creation purposes.

We spent our time researching different navigational designs that are used on different websites and organizations. Then we created a website that will hold these changes, so that for further iterations we would have a foundation to build from.

We created three different websites where the FAQ button could live, so when the testers would go to test it their time was better spent.

Learned how to create drop downs on the web pages that was squarespace’s language, which was the markdown syntax with a little bit of JavaScript implementation but not much. With this format we we are having real troubles in being able to control the design and to edit the headers and various other factors. We figured out that this was not the way to go, so we got rid of the markdown and went with an HTML/JavaScript format, which allows for more customization.

**Scrum master present – next sprint stories/features**

The next sprint will include the following:

* Finalize the format and content of the F.A.Q
* Allowing cancellations
* Limit how soon before the appointment a client can cancel
* Confirmation page for the client
* The ability for Kip to modify events
* Email sent to the customer if Kip changes the appointment
* Reminder to the client before the event
* Instructions for Kip on how to use the scheduler
* Access to the live site to begin implementation for sprint 3

**Scrum master present – vision for next three sprints**

Sprint 2 will be the finalization of the F.A.Q., and setting up of calendar and email integrations

Sprint 3 will finalize the integration of the calendar and emailing. We will also set up hidden pages on Kip’s website that we can push live later

Sprint 4 will be setting up the calendar for all the Wildlife Encounters employees to get them used to the system. Payment processing will also be integrated, and then we will push scheduler live.