AMOS-Project 3 – QAchat Planning Documents



AMOS P3 - Planning Document Project Data

Project Name	
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Online team meeting	https://fau.zoom.us/j/68283073150
Production system (if any)	
Test system (if any)	
GitHub repository	amosproj/amos2023ss03-qachat (github.com)
GitHub feature board	amos2023ss03-feature-board (github.com)
GitHub impediments backlog	amos2023ss03-impediments-backlog (github.com)
Team T-shirt (white)	
Team T-shirt (black)	woman design: https://www.shirtinator.de/t-shirts/gestalten/t-shirt-bedrucken#/load/share/931c832c-67cc-46ca-bca7-e49019a052f2
	man design: https://www.shirtinator.de/t-shirts/gestalten/t-shirt-bedrucken#/load/share/d45e26d4-77f0-42cf-a412-f67b2071facf
Additional materials	
Course information	https://amos.uni1.de
Happiness index tool	https://happy-amos.appspot.com/

AMOS P3 - Planning Document Project Team

Last Name	First Name	GitHub User Name	Email Address
Alkadour	Abdelkader	Kadi-7	a.alkadour@campus.tu-berlin.de, basickadour@gmail.com
Arifin	Hafidz	zenzeii	h.arifin@campus.tu-berlin.de, hafidz.harifin@gmail.com
El Brak	Sara	sarael	sara.el@fau.de
Erben	Emanuel	emuguy1	emanuel.erben@fau.de, emanuel.erben@gmail.com
Konheiser	Tobias	tkonheiser	tobias.konheiser@fau.de
Stojkovic	Vukica	vukica1	vukica.stojkovic@yahoo.de / vukica.stojkovic@campus.tu-berlin.de
Nützel	Felix	Felix-012	felix.nuetzel@fau.de
Palarus	Jesse	jtshark	j.palarus@campus.tu-berlin.de, jtsharkjtshark@gmail.com
Pucic	Amela	amela16	a.pucic@campus.tu-berlin.de, amela1999@hotmail.de

AMOS P3 - Planning Document Role Assignments

#	Meeting Day Product Owner	Software Developer	Release Manager	Scrum Master	Comment
1	2022-10-19 Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
2	2022-10-26 Sara El Brak, Tobias Konheise	Everyone else	Emanuel Erben	Vukica Stojkovic	
3	2022-11-02 Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
4	2022-11-09 Sara El Brak, Tobias Konheise	Everyone else	Emanuel Erben	Vukica Stojkovic	
5	2022-11-16 Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
6	2022-11-23 Sara El Brak, Tobias Konheise		Emanuel Erben	Vukica Stojkovic	
7	2022-11-30 Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	Mid-term due
8	2022-12-07 Sara El Brak, Tobias Konheise	Everyone else	Emanuel Erben	Vukica Stojkovic	
9	2022-12-14 Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
10	2023-01-11 Sara El Brak, Tobias Konheise	Everyone else	Emanuel Erben	Vukica Stojkovic	
11	2023-01-18 Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
12	2023-01-25 Sara El Brak, Tobias Konheise	Everyone else	Emanuel Erben	Vukica Stojkovic	
13	2023-02-01 Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	
14	2023-02-08 Sara El Brak, Tobias Konheise	Everyone else	Emanuel Erben	Vukica Stojkovic	Demo day!
15	2023-02-15 Tobias Konheiser, Sara El Brak	Everyone else	Emanuel Erben	Vukica Stojkovic	Retrospective

AMOS P3 - Planning Document Team Contract

Goals	Develop a good quality and working Chatbot based on defined requirements
	Achieve the technical target in good atmosphere and clear communication
Meeting norms	Meeting topics are inserted in the agenda before the meeting starts
	Everybody aims to be on time, but being late is communicated beforehand and handled in an agile way
	Meeting topics need to be sharp and precise
	Meeting time must no be exceeded more than 30 min, otherwise schedule a new meeting
Working norms	We value quality over quantity
	Everyone contributes regularly and communicates openly
Coordination norms	Everyone sticks to their roles and in case of problems communicates
Communication norms	We check our communication channels at least once a day
	Important messages are send in our WhatsApp group
Consideration norms	We discuss disagreement openly
	We vote for a final resolution
	We help in case someone needs it
Cont. improvement norms	Happiness index and stand up emails are reviewed in team meeting
	If problmes are recognized escalate them to the team
Rewards	Online team event
	Everyone celebrates via a reaction in the zoom chat after each sprint
Sanctions	Assign unwanted jobs to person (rework a file,)
Signatures	Tobias Konheiser
	Hafidz Arifin
	Amela Pucic
	Emanuel Erben
	Sara El Brak
	Jesse Palarus
	Felix Nützel
	Abdelkader Alkadour
	Vukica Stojkovic

AMOS P3 - Planning Document Product Goal

Product Vision	Project Mission
In recent times, LLMs have evolved rapidly, opening up new, previously unimagined areas of application. QAchat takes advantage of these developments to provide users with a simple and convenient point of contact. This allows a general language model to be trained on specific knowledge and thus answer context-specific questions through an interface integrated into an already used communication tool.	network is trained on provided data that is collected from existing communication

AMOS P3 - Planning Document Product Glossary

Term	Definition
Al	Artificial Intelligence
API	Application Programming Interface
Chatbot	text-based Al application for human-machine dialogues
Confluence	software for documentation
LLM	Large Language Model
Slack	web-based messaging tool

AMOS P3 - Planning Document

Mid-Project Release plan

0	7 1	01	F t No	F-4 0'	Est.	D 0'	Real
Sprint	Theme	Goal	Feature Name	Est. Size	Remaining	Real Size	Remaining
Release	<u> </u>						
Rologo							
	Total			0	0		
Sprints							
				^	0		0
2				0	0	0	
3				0	0	0	0
				J	0	- U	0 0
							_
Feature	es						
1							
2							
3							
3							

AMOS P3 - Planning Document Final Project Release plan

Sprint	Theme	Goal	Feature Name	Est. Size	Est. Remaining	Real Size	Real Remaining
Release	<u> </u>						
Release							
	Total			0	0		
Sprints							
1				0	0	0	0
2				0	0	0	0
3				0	0	0	0
					0		0
Feature) C						
i cature	; 5						
1							
_							
2							
3							

AMOS P3 - Planning Document Definition of Done

#	Feature Definition of Done	Sprint Release Definition of Done	Project Release Definition of Done

AMOS P3 - Planning Document Documentation

Type	Link / reference
Team Meeting Agenda	Team Meeting Agenda
Checklists	https://docs.google.com/spreadsheets/d/1K46ImoocSKWYXWQgVVGndU6QzNazhF-i7bsbbovnpMk/edit?usp=sharing

AMOS P3 - Planning Document

Bill of Materials

#	Context	Name	Version	License	Comment

AMOS P3 - Planning Document Planning Poker

Last Name	First Name	Value			
Alkadour	Abdelkader	5			
Arifin	Hafidz	5	5.00	OK	
El Brak	Sara				
Erben	Emanuel				
Konheiser	Tobias		0	No size	
Stojkovic	Vukica		1	Trivial size	
Nützel	Felix		2	Small size	
Palarus	Jesse		3	Medium size	
Pucic	Amela		5	Large size	
			8	Very large size	
			13	Too large (size)	

Additional Documentation

Team Meeting Agenda CW17

Tear	m Meeting Agenda "AMO	S QAchat"						Date:	2023_04_26
ID	Topic	Time	Author	Description	Result	Decision	Responsible		
1	Sprint Review	30	PO	Release Manager creates release candidate PO walks through "awaiting review" tickets, probing SDs Review of Happiness index and standup emails					
2	Sprint Release	5	РО	- PO decides release - Release Manager creates release					
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index					
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker					
5	Get to know each other	5	Vukica						
6	Project Setup	5	Tobi	- programming language and coding guidelines - tools - branching and merging					
7	,								
8	3								
9									
10	Open Points	5	Everybody						
		95							

Team Meeting Agenda 2023_04_24_QAware

Tear	n Meeting Agenda "AMOS	S QAchat"						Date:	2023_04_24
ID	Topic	Time	Author	Description	Result	Decision	Responsible		
1	getting to know each other	5		introduce new team members					
2	organization	20		- access to Slack - access to Confluence - access to GDrive / Google Cloud	NDA is a problem, work in progress				
3	project topics	20		talk about new advances in LLMs and project requirements	- documents mostly in german - chatbot has no specific language requirement				
4									
5	;								
6	;								
7	,								
8	;								
9									
10									
		45							

Team Meeting Agenda CW16

Tear	n Meeting Agenda "AMOS QAch	at"						Date: 2023_04_19
ID	Topic	Time	Author	Description	Result	Decision	Responsible	
1	Ensure that everybody has access	5	Deliverables	- shared folder with planning documents - Github Repo - Happiness index tool				
2	initialize planning documents	10	Deliverables	insert base data, agree on role assignments				
3	Agree on team contract	10	Deliverables	submit as part of planning documents				
4	Discussion about first project impressions	10) Tobi	What are your first impressions from yesterday? (good, bad, suggestions, concerns,) What documents / workspaces do we have (from Sebastian and Prof. Riehle)?				
5	Getting to know each other	10) Tobi	What experiences do you have (regarding topics that might be needed in this project)? How do you work (Timeslot, Tools,)?				
6	Slack	10	Tobi	Do we want to create our own Slack channel?				
7	Homework	30	Tobi	Go through Homework 1 tasks				
8	Fill in happiness index	5	Deliverables	counts as sprint 0, closes at midnight				
9								
10								
		90						

Team Meeting Agenda 2023_04_18_QAware

Tear	m Meeting Agenda "AMOS	QAchat"						Date:	2023_04_18
ID	Topic	Time	Author	Description	Result	Decision	Responsible		
1	getting to know each other	10		short introduction of each person					
2	project introduction	40		go through project definition from Sebastian look at methods Sebastian already collected	Sebastian provides us the presented sildes				
3	organization	20		- discuss access to Slack, Confluence, GDrive and processing resources	in progress, discuss results in next meeting, Sebastian will invite us to the Google Cloud				
4									
5	5								
6	6								
7	7								
8	3								
9									
10									
		70							

Team Meeting Agenda Template

Гear	m Meeting Agenda "AMO	S QAchat"						Date:	tbd
ID	Topic	Time	Author	Description	Result	Decision	Responsible		
1	Sprint Review	30	PO	Release Manager creates release candidate PO walks through "awaiting review" tickets, probing SDs Review of Happiness index and standup emails					
2	Sprint Release	5	PO	- PO decides release - Release Manager creates release					
3	Sprint Retrospective	15	SM	- SM reviews the impediments - SM performs roll calls - Everyone answers happiness index					
4	Sprint Planning	30	PO	- PO works through product backlog - SD perform planning poker					
5									
6									
-/ 8									
9									
10	Open Points	10	Everybody						
		90							

Checklists Sprint-Tasks

Role	Tasks
Everyone	participate in lecture
	participate in team meeting
	write 2 stand up emails
PO	update feature board
	update planning documents
SD	work on issues
	update bill of materials
SM	update impediments backlog
Release Manager	ensure that sprint release candidate is tagged

Checklists Pre-Team-Meeting

Role	Tasks
PO	create feature board screenshot
	create planning document PDF
SD	push current work
	update assigned issues
SM	create impediments backlog screenshot
Release Manager	tag sprint release candidate
Nelease Manager	tag sprint release candidate

Checklists Team-Meeting (POs)

Meeting Preparation	ensure product backlog is ready coordinate with Release Manager	
Sprint Review		
•	ask Release Manager to build release candidate	
	walk through "Awaiting review" issues	
	- ask SD to demo item under review	
	- chech fulfillment of acceptance and DoD criteria	Product Owner 1
	- move item to feature archive (add label "Real Size = Y") or move issue to product backlog	
Sprint Release	decide whether release candidate should be released coordinate with Release Manager	
Sprint Retrospective		
	SM TODOs	
	answer Happiness Index	Scrum Master
Sprint Planning		
-	reprioritize product backlog items	
	start by most important backlog item and ask SDs to estimate the story points, do until SDs have enough work	Product Owner 2
	story points = {0, 1, 2, 3, 5, 8 ,13}	

Checklists Team-Meeting (POs)

Meeting After-work	
	update planning documents
	update feature board

Checklists Issue-Creation

Steps to create a Github Issue:

1. Go here: Issues · amosproj/amos2023ss03-gachat (github.com)

2. click "New issue"

3. select corret template

5. select the correct project

6. select the correct milestone (optional)

7. add correct labels

8. add Assignees (optional)

9. click "Submit new issue"

10. go here: 11. move issue to Product Backlog

12. open issue and set corresponding priority

4. write a title and description that follow the INVEST criteria Independent, Negotiable, Valuable, Estimatable, Small, Testable

"amos2023ss03-feature-board"

"sprint-{XY}"

"Est. size = X" and issue type

amos2023ss03-feature-board (github.com)