

Scrum Description - LearningLoop

Monday, December 2nd: *Sprint 0 / Sprint 1 Planning*

- Roles: Sean O'Rourke elected as Scrum Master, Liam Munley as Product Owner, and Rylan Kauffman, Ertan Li, and Miko Miller as Developers

This meeting was meant to decide upon who would fulfill the required roles and create the product backlog. Five functional requirements were chosen by the Product Owner with input from all parties to be placed into the backlog, with two of these requirements being chosen for implementation and all being broken down into actionable steps. All backlog and sprint organization was conducted in a shared JIRA project that was created by the Scrum Master, who ensured that the project was kept up to date with development processes.

With the backlog completed, Sprint 1 planning began. The first step was to collectively discuss which of these actionable steps should be organized into Sprint 1 in order to create a functional framework. With these steps discussed and organized into Sprint 1 in JIRA, we then went through each of the tasks one by one and asked each team member how many story points they thought it would be, with one point equating to one hour of work. When a consensus was reached based on everyone's responses, that task would then be assigned that value of story points. Finally, we went around and chose which tasks each of us would take on, with each group member individually determining what they could best handle based on their experience with the languages we would decide on, which ended up being selected to be JavaScript, HTML, and CSS.

With all of the tasks for Sprint 1 assigned, we finished the first meeting by determining the schedule for our following meetings.

Wednesday, December 4th: *Sprint 1 Standup*

- Roles: Sean - Scrum Master, Liam - Product Owner, Rylan/Ertan/Miko - Developers

The first major checkpoint for Sprint 1, this standup was a short 10 minute meeting to discuss progress on each of our tasks so far in Sprint 1 and discuss any blockers that had risen. Each developer, including the Scrum Master and Product Owner, outlined what they had worked on since the previous meeting and whenever blockers were present they were discussed so that they could be resolved and progress could resume. Overall, we ensured that every task still in progress would be completed by the end of the sprint so that we would have a solid functional framework to build off of when Sprint 2 began.

Thursday, December 5th: *Sprint 1 Review / Sprint 2 Planning*

- Roles: Sean - Scrum Master, Liam - Product Owner, Rylan/Ertan/Miko - Developers

This meeting finalized the end of Sprint 1 and allowed us to reflect on what aspects of the previous sprint we wanted to keep or to change. The Scrum Master created a shared document where all of the team members organized their thoughts on the previous sprint based on what they liked, disliked, and what needed changing. Overall one of the top requests was the

need for greater cohesion between members as often we would need the work of another to be completed before we could work on ours, and while we had generally structured our work to minimize this, the addition of specific deadlines was helpful in confirming this. Additionally, we discussed the idea of potentially switching from Developer Branches in the shared GitHub to Task Branches, however we decided in the end to stick with Developer Branches.

With the review of Sprint 1 complete and some new ideas for how to approach Sprint 2, we once again assigned the tasks that remained to each developer based on what each developer thought they would be best to accomplish, as well as assigned each of those tasks a number of story points based on how long they would take to accomplish. In addition to the tasks directly linked to the features we chose to implement, we also added additional tasks for quality assurance and User Interface improvements so that we could ensure the stability and quality of the system.

Friday, December 6th: *Sprint 2 Standup*

- Roles: Sean - Scrum Master, Liam - Product Owner, Rylan/Ertan/Miko - Developers

Similarly to the Sprint 1 Standup, this was the first major checkpoint of Sprint 2 and was a quick 10 minute meeting where we discussed the progress of each developer through their tasks in Sprint 2, as well as any potential blockers. With the addition of inter-sprint deadlines to ensure that the tasks could be completed at a pace that would ensure others could work on the following tasks, there were nearly no blockers brought up from needing the completed versions of another developer's code. At the end of the meeting, there was also a brief demonstration of the implementation of some key features that would be relevant to the remaining tasks so that each developer would not need to take as much time to understand exactly how another developer's code worked.

Monday, December 9th: *Sprint 2 Review / Project Submission*

- Roles: Sean - Scrum Master, Liam - Product Owner, Rylan/Ertan/Miko - Developers

The final meeting of the project and the final check point of Sprint 2, with all of the programming tasks completed and only the Scrum Description of the final meeting and final Deployment Diagram to be completed, this meeting ensured that all of the final preparations from Sprint 2 were in place and ready for the final overview and submission by the team. We briefly covered the most recent changes to the project, and confirmed that the project was in its finished state for the targeted goals. With all goals completed, we once again discussed the ways in which we saw successes or failures throughout the sprints in order to partake in better organized sprints in the future, outside of this project. We additionally reviewed the Scrum Description in its current form, and went through the current state of the Deployment Model to take note of any changes we wanted to see implemented as the model would be finished.

With a plan organized for the final submission of the project and relevant artifacts that night, the final meeting concluded.