# *Development Project I (420-K40-HR)*

# *Assignment 0 – Project Investigation and Planning*

Date assigned: Monday, Aug 26, 2023

Date due: Thursday Aug 29 23:59 – Part A (individual)

Thursday Aug 29 12:00 – Part B - Group Retrospectives

(Professor to observe).

Thursday Sept 8 23:59 - Part C, D

**Learning Objectives**

Upon successful completion of these tasks, the project team will have:

* Completed a group retrospective for their first task as a team.
* Document the information gathered during a meeting.
* Understand the purpose and content of an Inception Deck.
* Create deadlines in whatever calendar system you use
  + (Outlook, Google Calendar, Calendar apps)
  + Think about how these deadlines and tasks will fit into Azure DevOps

To do:

Projects are assigned to teams. These group assignments will be made later, during Week 2.

To start, complete the 4 parts below (Parts A-D), in order.

# Part A - Group Retrospective – Research The Process

# (Individual activity)

**Pretend**:

You had your first tasks assigned as a team these last few weeks. How do you think your team performed? Think back to the Happy Valley Kennel project, or other projects.

Review feedback/marks from that assignment.

Reference reading [here](https://dzone.com/articles/%E2%80%9C-4-questions%E2%80%9D-retrospective). This is the general team retrospective process you will follow once sprints start.

Answer the following questions (add answers below):

1. What was the inspiration for retrospectives? What is the core of the Method?

The core of the method is analysing what happened in the past and using this information to better make decisions in the future.

1. What are the two key points in responding to “What went well?”

* Noticing the positives
* Talk about the project as a whole and talk in detail.

1. What is the distinction between the following: “We spent a long time making the decision on the ordering process” rather than, “It shouldn’t take us so long to decide the ordering process”, during the “What didn’t go so well?” question.

The first version, which looks back on the past and states what happened, puts us in the right mindset for making improvements.

1. Rather than focusing/identifying solutions, what is the key goal of “What didn’t go so well?”

To identify things that happened which someone in the team thinks was less than ideal.

1. What question addresses things you wish you had answers for?

Question Four: What Still Puzzles Me?

# Part B - Group Retrospective

# (Group activity, after Part A completion)

Prepare for this meeting by considering your own answers for the retrospective questions.

**Get together as a group with your Professor/Project Manager.** You’ll apply the general retrospective process to our task of last week to familiarize yourselves with the process and to gain insight on the process.

Have a group retrospective and capture the following in minutes to your Professor/Project Manager:

Capture the retrospective comments in the appropriate document.

*Hint: we have a template for this. Check Moodle.*

# Part C – Inception Deck

# (Individual activity)

Read [this article](https://agilewarrior.wordpress.com/2010/11/06/the-agile-inception-deck/) to understand the purpose of an inception deck.

Assuming you could go back in time, prior to the *implementation* of the Happy Valley Kennels web page. Currently, you think you understand what the project is about and you’re going to capture your understanding and concerns in an inception deck to communicate with your team and all stakeholders.

Create an Inception Deck for HVK (assuming this is the response after meeting Jim and Sally for the first time) using the template provided.

Notes:

1. You will need to create a context diagram.
2. Your technology choice is fixed. You’re constrained to using C#/.NET, SQL Server (RDBMS). The MVC visual framework is preferred over Webforms, but you will make that final decision later. Also think lightly about the visualization frameworks you’ll use (Javascript frameworks or other) and the testing framework you’ll use (XUnit, Ant, Junit)

# Part D – Meeting Minutes

# (Individual activity)

This is general practice for gathering minutes for any meeting, not just initial user meeting or requirements gathering.

You will watch a sample meeting that you will be required to take minutes for. Prepare by reading [this](https://www.wildapricot.com/articles/how-to-write-meeting-minutes) as a guideline.

Familiarize yourself with the Meeting Minutes template provided in Moodle.

Watch sample meeting (provided by prof):

1. Take notes on the information gathered during the meeting with each user. In particular, focus on problems, user requirements, and make note of the priorities.
2. Transcribe the notes (minutes of the meeting) into a Word document named **YourUserName\_K40\_A01\_MeetingMinutes** and containing the following information:

* An appropriate title
* Date and time (including both the start time and end time) of the meeting
* Place
* Attendees (list the full names of all the people who were in attendance in alphabetical order). Indicate who was the scribe (write the word “Scribe” after your name)
* Invited but did not attend (alphabetical list of full names)
* Subject (topic of the meeting)
* Items Discussed: The notes should include all the details of the user’s problems, requirements, and priorities based on what was discussed, and it should be written in a way that can be used as a reference by someone who was not in attendance. The notes can be in bullet format but should be written in full sentences.
* Decisions
* Action items – must have a description, owner, status (opened/closed) and due date
* Follow up and next steps

**Tips for recording notes from a meeting:**

* Don’t try to record notes word for word, capture key topics/requirements. Organize the points for the reader.

(Do not just capture all the points as chronologically observed).

* Be objective in your observations
* Organize your notes and write the minutes as soon after the meeting as possible while everything is fresh in your mind
* Add additional comments, or clarify what you didn’t understand right after the meeting
* Write in the same tense throughout
* Proof-read the document
* Make it look professional. Use the template provided.
* For the first time, you have an hour to do this, but in general taking minutes should be < 15-20 minutes.

## **To submit**

**Individual**:

Uploadto Moodle with the following contents:

1. *YourUName***\_K40\_A0\_Client\_Prep.docx –** Part A
2. *YourUName***\_K40\_A0\_Inception.pptx –** Part C
3. *YourUName***\_K40\_A0\_Minutes.docx –** Part D

**Group**:

Upload to Moodle with the following contents:

1. **Team*X*\_K40\_ActionAndLessonsRegister –** Part B (Retrospective capture)

Please note that submission files MUST adhere to the guidelines, above. This is what is expected of you as near-to-graduate professionals-in-training. During the K40 and K50 course, you may only name a file improperly once, or submit a late assignment once. If you fail to name a file properly, you may receive a zero for the assignment. You are responsible for the content of your assignment, and the professor reserves the right to take students aside to explain some or all of their assignment submissions.