## Process Overview

#### ***Recurring events of the Sprints***

We will try to have the sprint planning, - review and - retrospective all in one session every sprint. One sprint will last 3 weeks or more depending on if the holidays or exam week happen to be during the sprint. This means that the meeting containing the sprint planning, - review and - retrospective will happen in about three weeks intervals. We will try to schedule these meetings at the end of the previous sprint or beginning of the upcoming one. These meetings will be held both online as well as in person depending on participants availability. The participants of these sessions include the developers, scrum master and the product owner. The goal for the sprint planning is for all participants to gain understanding on what the release is about and what it is going to contain. The goal for the sprint reviews is to present what has been completed during the sprint and give product owners the possibility to give feedback on what has been created. The goal for the sprint retrospective is to reflect on the past sprint and see how the team’s work process could be improved for upcoming sprints.

“Daily” scrums will be held 2 times per week, on Tuesday and Thursday at 16:00. They last for about 10-15 minutes, or can be longer depending on the situation. The participants for these sessions are the developers and scrum master. During these meetings the team will update each other on work they have completed and what they will be working on next to ensure that the goal for the sprint can be achieved. These meetings will be held online.

***Other main practices and tools***

Testing, especially unit testing, is one of the quality assurance practices. In addition, requirement documentation is prepared to ensure that the project's objectives and expectations are well-defined and understood by all stakeholders. CI/CD and test environment are not needed in this project. Everything will be tested in isolation. If system testing is needed, we can use a virtual machine to run and test all parts of our pipeline.

GitHub is used for version control, which is set up by F-Secure, and as the administrator grants access rights to the students. JIRA is used for backlog management, and both students and coaches have access to it. Backlog management involves managing, creating and prioritizing tasks. Slack is primarily used as the communication channel, to which all students and F-Secure employees have access. Meetings such as sprint planning, retrospectives, and dailys are held either in person or on Teams. Students track their time usage in shared Excel sheets, making sure that work hours are filled and distributed evenly among students.

***Links***

JIRA board: <https://fsecurefakewebshopdetection.atlassian.net/jira/software/projects/FWSD/boards/1>

Slack: <https://fsecurefakewe-vb61008.slack.com/>

Documents shared folder: <https://drive.google.com/drive/folders/1E2rP8OMy2fiY1AcDw5kMN8_JDFsDu7fq>

Daily Scrum: <https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjUwZGIzYmUtODI4Zi00ZWI2LWE1NjAtNTYyNDhiNmMzN2Jk%40thread.v2/0?context=%7b%22Tid%22%3a%22ae1a7724-4041-4462-a6dc-538cb199707e%22%2c%22Oid%22%3a%227ec0bbbe-b14d-4dd8-9164-6fda87977ebd%22%7d>