Home - Team GN

Project Summary

An online peer-led focus group for unrivalled research — genyus Roundtable is an opportunity for people with shared commonalities to connect and discuss research which directly involves their broader peer groups. These bespoke focus groups can discuss questions which are co-designed by (but not guided by) reputable research groups, to enhance the lived experience of the focus group and their peers. The Roundtable is hosted by a Peer with Lived Expertise.

Peer Groups (people with shared commonalities) benefit from participating by building confidence and interpersonal connections plus enhancing self-advocacy skills, while Research and Health Organisations who are looking to better support their constituents also benefit from the process of conducting a Roundtable by collecting non-biased research.

The project solution will encompass all current processes involved in the genyus Roundtable:

- Creation of a branded landing page for each focus group, in partnership with Research and Health Organisation Partners;
    - The branded landing page will feature: information on the focus group, dates and times for each Roundtable, the ability for participants to self-allocate into a Roundtable or email support with a request to add additional Roundtables;
- The ability for genyus admin to approve or decline participants who register for a Roundtable;
- Sending confirmation emails to participants approved for a session time with a calendar event invite and video conference link;
- Sending gratitude emails to participants who have participated in a Roundtable, as well as Certificate of attendance and payment; and
- Creation of a Research and Health Organisation Partners landing page that will display Roundtable video recordings, as well as other documents.

For a full break-down, please see Requirements.

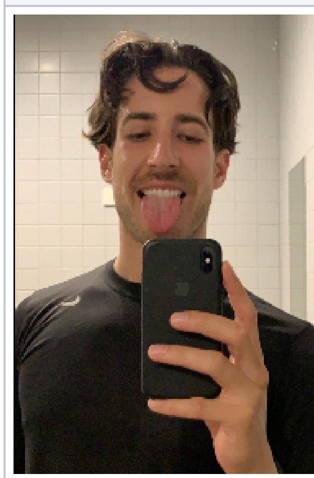
Links		
Version Control	Github	https://github.com/SWEN90013-2021-GN
Issue Tracking	Trello (Inception Sprint)	https://trello.com/invite/b/mXAi2N4Q/418efd30ed67e7f180cf6a9930ba9826/work
	JIRA (Sprints 1-4)	https://jira.cis.unimelb.edu.au:8444/projects/SWEN900132021GN

Project Team

Photo	Full Name	Preferred Name	Email Address	Role

	Caleb Rixon	Cal	caleb@genyusnetwork.com	Director, genyus Roundtable
	Ian Rixon		ian@genyusnetwork.com	Director, genyus Roundtable
	Eduardo Araujo Oliveira		eduardo.oliveira@unimelb.edu.au	Supervisor

To learn more about the Development Team and the responsibilities of each role, please see About the Team.

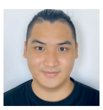
Image	Role	Name	Preferred Name	Student ID	Email Address
	Product Owner	Luke Rosa		319522	lrosa@student.unimelb.edu.au

	Scrum Master	CHUANYUAN LIU	Chuan	884140	liuchuanyuan@gmail.com
	Quality Assurance (QA) Lead	Joel Launder		910495	jlaunder@student.unimelb.edu.au

Recent space activity

Surasak JANEIAD

Wireframes updated less than a minute ago • view change

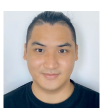


Pei-Chen Chen

Project Health Monitor updated 3 minutes ago • view change

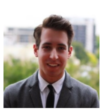
CHUANYUAN LIU

Wireframes updated 3 minutes ago • view change



Pei-Chen Chen

Wireframes updated 16 minutes ago • view change



Luke Rosa

Scenarios/Use Cases View (WIP) updated 49 minutes ago • view change

Space contributors

- Surasak JANEIAD (less than a minute ago)
- Pei-Chen Chen (3 minutes ago)
- CHUANYUAN LIU (3 minutes ago)
- Luke Rosa (49 minutes ago)
- Yang Zhou (3 hours ago)
- ...

Tasks

Description	Due date	Assignee	Task appears on
☐ Test code and cases (being clearly identified)			Sprint 1a Planning
☐ Instructions or infrastructure to build and execute the system, including running the test cases			Sprint 1a Planning
☐ Sensible log messages in all commits, including references to tracked issues when relevant			Sprint 1a Planning
☐ Product Owner (Luke Rosa) to create priorities for issues		Luke Rosa	Sprint 1a Planning
☐ Review team capacity for upcoming sprint			Sprint 1a Planning
☐ Populate subtasks of JIRA backlog			Sprint 1a Planning
☐ Move issues from backlog to Sprint 1			Sprint 1a Planning
☐ Estimate issues (https://planningpokeronline.com)			Sprint 1a Planning
☐ Begin sprint			Sprint 1a Planning
☐ Test code and cases (being clearly identified)			Inception Sprint Planning
☐ Instructions or infrastructure to build and execute the system, including running the test cases			Inception Sprint Planning
☐ Sensible log messages in all commits, including references to tracked issues when relevant			Inception Sprint Planning

Project Health Monitor

The project team will use this Health Monitor to keep track of your project team health throughout your project. Any areas that we are not confident are green, we will dive into ways to get back on track.

Health Monitor Cadence	Updated as needed (weekly or more frequently)

Overall health: HEALTHY BIT SICK SICK

Area	Example	Date	Date	Date	Date	Date	Date
	11 Apr 2021						
Full-time owner There is **one lead who is accountable** for the result of this project. This needs to be someone whose time at least 80% dedicated to it, and who can champion the mission inside and outside of the team.	Some team members thought it was Rebecca and others thought it was Steve. This is causing confusion for the project team - we need to clarify who is the project owner?						
Balanced team Roles and responsibilities are clear and agreed upon. The project has **people with the right blend of skill set**. Acknowledge that team members can change by stage.	The team is well staffed for now. We're green today but trending red. Our designer Joe has just resigned and is leaving next month. So we'll need to fill this gap quickly otherwise we'll go red.						
Shared understanding The team has a common understanding of **why they're here**, the problem/need, are convinced about the idea, confident they have what they need, and trust each other.	We don't agree on the customer problem this project is solving.						
Value and metrics It's clear **what success means** from a business and user's perspective, and there is a unique value proposition in place for the target users and to the business. Success is defined, with a goal, and how it will be measured.	Our problem statement isn't clear so we're not on the same page in the value we're going to deliver. This is really frustrating. We therefore don't have clear, quantifiable project success measures.						
Proof of concept Some sort of demonstration has been created and tested, that demonstrates why this problem needs to be solved, and demonstrates its value.	We have an end solution prototype for what we're working on right now, but it's only available to the project team. We need to share it with all stakeholders and get feedback.						
One-pager The project is summarised in a one pager and shared with anyone so that they understand the purpose of the project, and its value.	This is our project space homepage.						
Managed dependencies Clear understanding of complexity, infrastructure involved, risks, resources, effort, and timeline. Clear understanding of who we depend on, and who depends on us.	Dependencies are tracked in our dependency register and they're not causing us any problems - they're being actively managed with external teams.						
Velocity The team is making incremental progress by shipping concrete iterations to stakeholders (and even better to production), learning along the way, and implementing lessons learned along the way, resulting in greater success.	We're running hard and hitting our milestones, however we need to ensure our continual improvement actions get DONE. These need to be tracked as project tasks, not just `homework` activities.						

Notes, actions and due dates:

Date	Notes & Actions

Meetings

- Team Meetings
    - 2021-03-15 Team Meeting #1
    - 2021-03-22 Team Meeting #2
    - 2021-03-29 Team Meeting #3
    - 2021-04-12 Team Meeting #4
- Supervisor Meetings
    - 2021-03-05 Supervisor Meeting #1
    - 2021-03-10 Supervisor Meeting #2
    - 2021-03-17 Supervisor Meeting #3
    - 2021-03-24 Supervisor Meeting #4
    - 2021-03-31 Supervisor Meeting #5
    - 2021-04-14 Supervisor Meeting #6
- Client Meetings
    - Client Communications
    - 2021-03-05 Client Meeting #1
    - 2021-03-12 Client Meeting #2
    - 2021-03-19 Client Meeting #3
    - 2021-04-15 Client Meeting #4
- Inception Sprint
    - Inception Sprint Planning
    - Inception Sprint Review
    - Inception Sprint Retrospective
- Sprint 1a
    - Sprint 1a Planning
    - Sprint 1a Review
    - Sprint 1a Retrospective

Team Meetings

Team meetings: Mondays 1-2PM

Link: https://unimelb.zoom.us/j/82198474680?pwd=Tm1GM2NHRnZnOXlhQ2dOZkJTN1JPQT09

- 2021-03-15 Team Meeting #1
- 2021-03-22 Team Meeting #2
- 2021-03-29 Team Meeting #3
- 2021-04-12 Team Meeting #4

Stand-ups will be held twice-weekly on Mondays and Wednesday.

All team members should post their updates by end of day in the #standup channel in Slack. Updates should answer:

1. What have I done since the last stand-up?
2. What will I do over the coming days?
3. Is there anything blocking my work?

2021-03-15 Team Meeting #1

Goals

- Discuss Inception Sprint planning

Date

15 Mar 2021

Attendees

- Luke Rosa
- Jiacheng Ye
- Joel Launder
- Samuel Webster
- Mingyu Su
- Nicolas Montorio
- Yang Zhou
- Pei-Chen Chen

Agenda

Item Number	Item	Who
1	Upload photos to Confluence, Slack	All
2	Discuss assigned tasks	All
3	Create questions for next client meeting	All

Discussion Items

Time	Item	Who	Notes
5min	Motivational Modelling	All	• Let's brainstorm the 'Do' together
5min	Personas/Roles	All	• Decision: Peer Leader is a separate role
5min	Questions for client	All	• See 2021-03-19 Client Meeting #3 for discussion/questions
5min	Deadline	All	• User stories, motivational goal model, and personas to be finished by 17 Mar 2021 EOD • Everyone to review each other's work on 18 Mar 2021

Action items

- [x] Upload profile image to front page Nicolas Montorio Yang Zhou
- [x] Luke RosaJiacheng YeJoel LaunderSamuel WebsterMingyu SuNicolas MontorioYang Zhou CHUANYUAN LIU Pei-Chen Chen to upload avatar pictures to Slack, Confluence
- [x] Luke RosaJiacheng YeJoel LaunderSamuel WebsterMingyu SuNicolas MontorioYang Zhou CHUANYUAN LIU Pei-Chen Chen to upload biography to About the Team

2021-03-22 Team Meeting #2

Goals

- Discuss progress of Inception Sprint deliverables

Date

22 Mar 2021

Attendees

- Luke Rosa
- Jiacheng Ye
- Joel Launder
- Samuel Webster
- Mingyu Su
- Nicolas Montorio
- Yang Zhou
- Pei-Chen Chen

Agenda

Item Number	Item	Who
1	Discuss all open action items	All
2	Discuss status of Risks	All

Discussion items

Time	Item	Who	Notes
20min	Validate user stories	All	• All user stories look good • One or two were deleted as they no longer are relevant since the last meeting with the client
10min	Validate goal model	All	• Two goal models were created - we discussed the differences and which we should use • Decided as a team to go with goal model v2 as the functional and emotional requirements seemed more in line with the genyus Roundtable
10min	Validate personas	All	• Primary personas looked good • Will create a served persona as a Scribe so we capture their requirements

Action items

- [x] Surasak JANEIAD to create GitHub. Everyone to send him your GitHub email addresses. Surasak JANEIAD to invite entire team + Eduardo. Will invite Cal once he creates an account
- [x] Someone to self-nominate to read over items in Review list on Trello
- [x] @ Everyone to write bio in the About the Team page on Confluence
- [x] @ Everyone to brainstorm risks and add to Confluence page
- [x] @Nicolas Montorio, @Sam Webster and @Yang Zhou Nicolas Montorio , Samuel Webster to complete their Personas, Goal Model by tonight
- [x] @ Everyone to read over each other's work (user stories, goal model, personas) tomorrow
- [x] @ Everyone to self-assign to wireframe work

2021-03-29 Team Meeting #3

Goals

- Discuss Inception Sprint progress
- Discuss wireframes

Date

29 Mar 2021

Attendees

- Luke Rosa
- CHUANYUAN LIU
- Samuel Webster
- Mingyu Su
- Nicolas Montorio
- Yang Zhou
- Pei-Chen Chen
- Jiacheng Ye
- Joel Launder

Agenda

Item Number	Item	Who
1	Discuss all open action items	All
2	Discuss status of Risks	All

Discussion items

Time	Item	Who	Notes
10min	QA process	All	• Joel Launderself-nominated to be QA Manager • Luke Rosa is keen to learn more and self-volunteered to help with QA
30min	Wireframes	All	• Each team member discussed progress on their wireframes • It was agreed the wireframes should all be finished by Thursday, in time for the meeting Thursday morning
10min	Deployment	Samuel Webster	• Discussion of possible deployment choices • The group discussed strapi and other open-source CMS' • It was decided that strapi looks interesting and Samuel Websterwill put together a proof of concept to show how strapi could be used for the genyus Roundtable backend

Action items

- [x] All wireframes to be completed by Thursday in order to show the client
- [x] Samuel Webster to create a proof of concept for strapi

2021-04-12 Team Meeting #4

Goals

- Discuss Inception Sprint progress
- Discuss wireframes, prototype, deployment work

Date

12 Apr 2021

Attendees

- Luke Rosa
- Joel Launder
- Samuel Webster
- Callum Dowling
- CHUANYUAN LIU
- Pei-Chen Chen
- Nicolas Montorio
- Yang Zhou
- Surasak JANEIAD

Agenda

Item	Item Number	Who
1	Discuss open Risks	All
2	Discuss open action items	All
3	Team mascot/logo?	All
4	Discuss Git branching strategy	All
5	Discuss code review process	Joel Launder
6	Discuss QA progress	Joel Launder
7	Discuss DevOps/Deployment progress	Callum Dowling Samuel Webster
8	Discuss workflow in JIRA	All
9	Schedule meetings for Inception Sprint review and retro	CHUANYUAN LIU
10	Schedule meeting for Sprint 1 planning	CHUANYUAN LIU
11	Discuss Sprint timeline for the year	All
12	Definition of Done, Definition of Ready	All

Discussion items

Time	Item	Who	Notes
5min	Tech stack	All	• Tech stack has been officially chosen. • Samuel Webster will begin work on architecture diagrams • Callum Dowling will begin documenting setup/installation process in Github
5min	Code review	Joel Launder	• Joel Launder has created a draft of code review process and will finalise it over the coming days.
5min	Testing strategy	Joel Launder	• Now that tech stack has been chosen, Joel Launder will look into testing strategy and start drafting a testing process for the team once development begins
5min	JIRA	Luke Rosa	• Luke Rosa discussed JIRA workflow, definition of ready and done for issues
10min	Wireframes	All	• Wireframes to be finalised by tomorrow evening in time for meeting with client on Thursday

Action items

- [x] Luke Rosa to create Sprint 1 planning meeting on 15 Apr 2021 from 6PM

Supervisor Meetings

Supervisor meetings: Wednesdays 12-1PM

Link: https://unimelb.zoom.us/j/84553937437?pwd=aUx1elI5SUJ6UUduemc1VW9yamtZdz09

- 2021-03-05 Supervisor Meeting #1
- 2021-03-10 Supervisor Meeting #2
- 2021-03-17 Supervisor Meeting #3
- 2021-03-24 Supervisor Meeting #4
- 2021-03-31 Supervisor Meeting #5
- 2021-04-14 Supervisor Meeting #6

2021-03-05 Supervisor Meeting #1

Goals

- Meet supervisor
- Discuss sprints

Date

05 Mar 2021

Attendees

- Eduardo Araujo Oliveira
- Luke Rosa: Minute Taker
- CHUANYUAN LIU
- Jiacheng Ye

Discussion items

Time	Item	Who	Notes
10min	Deliverables	All	• At the end of each sprint, must have a release tag. • Must have changelogs for each sprint as to what was changed per sprint. • Must have readme This is so the client can download the source file and see what's changed.
5min	About project team	All	• Zhentao, Jiacheng based in China

Action items

- [x] Add preferred names to shared team spaces (Confluence, Slack, Zoom, etc)

2021-03-10 Supervisor Meeting #2

Goals

- Discuss Inception Sprint

Date

10 Mar 2021

Attendees

- Eduardo Araujo Oliveira
- Luke Rosa: Minute Taker
- Nicolas Montorio
- Pei-Chen Ch
- Mingyu Su
- Samuel Webster
- Jiacheng Ye
- CHUANYUAN LIU: Minute Taker
- Zhentao HE
- Yang Zhou

Discussion items

Time	Item	Who	Notes
5min	Inception phase	All	• Week 1, done • Week 2 - 5: create personas, create do/be/feel and goal model, prototyping and compiling a list of user stories that will be used to estimate our next sprints. User stories must be estimated (small, medium, large, for example). Personas, goal model and user stories must be consistent. User story map would be a great resource for us as well. 1. Identify stakeholders 2. Extract business logic 3. User stories around 20 user stories 4. Acceptance tests 5. Digital prototype • Week 6 - 7: decide and experiment on tech stack and prepare development
5min	Team roles	All	• Decide Scrum master and Product Owner. Self nominations to be taken on Slack
5min	Trello VS Jira	All	• Luke Rosa to create Slack poll
5min	Twice weekly stand-up	All	• Stand-up meetings and supervisor meetings are mutually exclusive • Each week, only have one meeting or the other - not both.
5min	Setup Github	All	
5min	Establish working /communications requirements	All	• We aim to assign tasks that doesn't require weekends to complete • Around 12 hours per person per week? • Not expected to respond on Slack after 5pm and before 8am in weekdays.

Action items

- [x] Luke Rosa to create Slack poll for JIRA vs. Trello
- [x] Setup Github
- [x] Luke Rosa to email client for second meeting

2021-03-17 Supervisor Meeting #3

Goals

- Discuss Inception Sprint progress

Date

17 Mar 2021

Attendees

- Luke Rosa
- Eduardo Araujo Oliveira
- Nicolas Montorio: Minute Taker
- Pei-Chen Ch
- Mingyu Su
- Samuel Webster
- Jiacheng Ye
- CHUANYUAN LIU
- Zhentao HE
- Yang Zhou

Agenda

Item Number	Item	Who
1	Discuss Inception phase timeframe	Luke
2	Should we have a Deployment role within the team?	Luke
3	Go over requirements work completed so far	All
5	Plan client meeting	All

Discussion items

Time	Item	Who	Notes
5min	Discuss Inception phase timeframe	All	• Inception only set date for deliverables(wk5), rest decided by negotiation with Eduardo Araujo Oliveira • Rubrics to be shared next week
5min	Architecture	All	▪ Eduardo Araujo Oliveira said an architecture plan diagram would be beneficial, but ultimately optional for sprint 1
5min	Release format	All	▪ Releases that are rolled out are to have comprehensive README.md and include the user stories completed, and commits tagged ▪ Releases must be deployed somewhere so Cal and/or Eddy are free to use/validate ▪ In addition to unit tests passing, acceptance tests should be signed off for each user story (and ideally demonstrated to Cal)
5min	Focus group	All	▪ Team to float the idea to Cal to have a focus group organised tentatively for semester 2 where real stroke survivor(s) can test system
5min	Authentication	All	▪ Do participants/roundtable leaders need authentication? Would a unique hash invitation suffice? Do clients need to be able to view past sessions? ▪ Do other users need to authenticate? ▪ In general, if team is not getting answers from Ian/Cal, questions can be rephrased from "Do you want <feature x>, do you need <feature y>" to "The team believes you need <feature z>", this can avoid bottleneck from the non-expert especially when dealing with technical aspects like authentication

10min	Estimations	All	▪ Breakout user story estimations into difficulty and priority
			▪ Difficulties:
			  ▪ S: <1 day 1 developer
			  ▪ M: 1-3 day 1 developer
			  ▪ L: 3day < x <1 week 1 developer
			  ▪ Don't have anything greater than L, and aim for smaller S units
			▪ Priorities:
			  ▪ 1-5 (1 highest)

5min	Payment processing	All	▪ System shall at a minimum generate invoices for each participant who attends a roundtable, with the option of ticking off paid invoices ▪ Stretch goal to do this automatically to cut down on busy work

Action items

- [x] Team to decide on a Deployment Lead

2021-03-24 Supervisor Meeting #4

Goals

- Discuss Inception Sprint progress
- Discuss Inception Sprint deliverables

Date

24 Mar 2021

Attendees

- Luke Rosa
- Eduardo Araujo Oliveira
- Nicolas Montorio: Minute Taker
- Pei-Chen Ch
- Mingyu Su
- Samuel Webster
- Jiacheng Ye
- CHUANYUAN LIU
- Zhentao HE

Discussion items

Time	Item	Who	Notes
5min	Discuss Trello board	All	
2min	UX	Luke, Eduardo	• UX - very important for stroke survivors
5min	Accessibility	Luke, Eduardo	• Current website not accessible, no alt texts etc...
10mins	Trello/Jira boards	Eduardo	• Items < doing ought not be assigned to person • Checklists: not ideal in general, better to decompose for more granularity, pros/cons, but completing subtask burndown chart will not be updated in real time
30mins	Status update	All	
10mins	QA strategy	All	• Review process undefined and must be formalised, but we have gone through the skeleton in meeting
5min	Extension to inception sprint	Eduardo	• Now due 15th April

Action items

- [x] Team to create a QA lead and QA process

2021-03-31 Supervisor Meeting #5

Goals

- Discuss Inception Sprint progress

Date

31 Mar 2021

Attendees

- Luke Rosa : Minute Taker
- Eduardo Araujo Oliveira
- Nicolas Montorio
- CHUANYUAN LIU
- Pei-Chen Chen
- Samuel Webster
- Mingyu Su
- Callum Dowling

Agenda

Item Number	Item	Who
1	Do we need to include Scribe in Goal Model?	Luke
2	Meetings during Easter break?	Luke

Discussion items

Time	Item	Who	Notes
40min	Trello backlog	All	• All team members discussed progress on cards they assigned to themselves
5min	Served persona	All	• Served persona should not be in goal model, user stories, persona, etc
2min	Easter break	All	• No supervisor meeting next week

Action items

2021-04-14 Supervisor Meeting #6

Goals

Date

14 Apr 2021

Attendees

- Luke Rosa
-

Agenda

Item Number	Item	Who
1	PlantUML for Confluence plugin	Luke Rosa
2	Github for JIRA plugin	Luke Rosa Joel Launder
3	Slack for JIRA plugin	Luke Rosa

Discussion items

Time	Item	Who	Notes
5min	Peer Review	All	• Peer feedback to be open by end of day. • Don't take feedback personal - but keep it respectful of each other.
5min	Team updates	All	• Team answered the daily

Action items

- [x] Eduardo Araujo Oliveirato look into Slack/JIRA integration
- [x] Eduardo Araujo Oliveira to look into PlantUML/Confluence integration

Client Meetings

- Client Communications
- 2021-03-05 Client Meeting #1
- 2021-03-12 Client Meeting #2
- 2021-03-19 Client Meeting #3
- 2021-04-15 Client Meeting #4

Client Communications

All communications from the client will be stored here for reference.

Communication	Attachment
After 2021-03-12 Client Meeting #2, Cal sent the development team: 1. A breakdown of costs for clients to engage genyus Roundtable; 2. genyus Roundtable's logo; 3. Explanation of genyus Roundtable; and 4. A link to a current example Series.	Team GN_...ting.eml Team GN_...ng-2.eml

2021-03-05 Client Meeting #1

Goals

- Meet client
- Develop understanding of system-as-is and system-to-be

Date

05 Mar 2021

Attendees

- Eduardo Araujo Oliveira
- Caleb Nixon
- Luke Rosa: Meeting Organiser, Minute Taker
- CHUANYUAN LIU
- Jiacheng Ye

Discussion items

Time	Item	Who	Notes
10min	About the client	Cal	• Cal has no technical background • Based in Melbourne • Had a stroke when he was 24. A long recovery process; he is still in the process of recovering • Cal's background was in performance and filming at uni so quite used to story-telling. • https://www.sbs.com.au/ondemand/program/insight?play=1789292611803

10min	About project	Cal	• Experience of recovering from stroke can be isolating
			• Connecting people with shared lived experiences and amplifying them can be great (rather than just data and analytics) – putting the survivors first.
			• Platform tries to find defined cohorts.
			• Crux of the project solution:
			  ◦ Story;
			  ◦ Personalisation;
			  ◦ Bit of fun;
			  ◦ Safe space

10min	About genyus Network	Cal	• It's a social enterprise, based in Aus. On the mission to disrupt isolation and create a world where people living with major trauma (physical, strokes, etc.) where they are empowered and connected
			• Beliefs and values: taking many different ways to increase mental health and create the world of empowered, emotionally resilient and connected trauma survivors
			• GN has been a very organic process: root of the process is that everyone is on a recovery journey. Peer to peer empowerment is fundamental to recovery when dealing with life after trauma and an evidence based approach is fundamental.
			• Started as a chat thread on FB: Cal interviewed lots of survivors around the world to see what connects trauma survivors: identity rebuilding, connection, relationships, need for connection and to rebuild after trauma. A video he put together researching this started the group on FB.
			• It's a social experience, not a clinical experience. A very holistic view of recovery (see the survivor as a person, not a patient).
			• GN started by creating spaces in a social media setting that provided and promoted connection for people around the world: stroke, physical injury, and trauma happens everywhere. Every 2 seconds across the globe someone suffers from a stroke. That means every 2 seconds there is a stroke survivor recovering and not knowing what to do
			• As someone with a lived experience, trauma survivors have a lot of insight but not a way to share it beyond receiving sympathy from others – GN is trying to change this.
			• <u>GN's offering that is maturing</u>: they believe that people need to have a safe space where they can share the lived wisdom (not just problems) to create value in research and to change culture in orgs that might exist to serve them (or policies in government). Person with lived wisdom needs to have their voice amplified.
			• <u>This spurred the creation of genyus roundtable</u>: started out as a peer led focus group for bespoke research projects, started out as a way for any defined cohort to meet online in a peer led environment where the survivors are asked questions where these questions are co-authored by both orgs that want to do research and a lived trauma survivor. These questions develop a story based narrative.
			• People who partake in Roundtables are sent questions in advance.
			• They receive pay + certificate for taking part in Roundtables.
			• <u>Why did GN move on from FB to create their own platforms/website</u>:
			  ◦ Need for privacy
			  ◦ Need for extra functionality; survivors can become bloggers; capacity building to lead to mentorship; a room in genyus platform which is more than rooms in Facebook – it will be about going into a room with people having multiple discussion boards, different subgroups to talk, the "room" in GN is bespoke to the need of that room (i.e. commonality amongst users).
			• <u>Benefits of GN</u>: GN eliminates observer effect. When a group knows someone who is not a survivor, they may censor themselves (to save judgement). When being led by another survivor, they are less likely to censor themselves.

15min	System-as-is	Cal	• A series of landing page + calendar integration with Zoom. They use Calendly – which can create custom messages. They are using Calendly (to create questions) + integration with Zoom
			• Calendly gives a follow up email to say thanks for coming
			• They use a graphics recorder: creates animation to amplify research. Graphic recordist is an add-on feature to provide a piece of graphic to highlight what was found (in conjunction with research + recording).
			• Example of current implementation with client:
			  ◦ Partnered with Stroke Foundation called Young Stroke Project
			  ◦ Stroke foundation has come to GN and said they need to know certain info from subset of stroke survivors. Stroke foundation with GN co-authors questions to recruit users from a roundtable, hold a roundtable, record it
			  ◦ Stroke Foundation wanted to know what are the information gaps in process of recovering from stroke
			  ◦ After Roundtable: GN sends back list of question responses (verbatim), and link to Vimeo of recorded roundtables
			  ◦ In case of stroke foundation, stroke foundation already had their own cohort of people they wanted to participate (who were outside of the GN).
			  ◦ Problem was: participants didn't know who GN was, Solution was Stroke Foundation needed to "warm" these clients to GN
			  ◦ https://genyusnetwork.com/roundtable-findings-ysp/#content

15min	System-to-be	Cal	• Need tech to assist: onboarding of users; recruitment of users; Roundtable creation; follow up of participating in a roundtable. • Solution needs to be easily accessible, sexy
10min	Glossary of terms	All	• Roundtable: 1 roundtable is one online event • Pod: a Pod contains multiple Roundtables

Action items

- [x] Cal to send example Roundtable webpages
- [x] Luke Rosa to schedule 2 more meetings with Cal for Sprint 1

2021-03-12 Client Meeting #2

Goals

- Ask Cal follow up questions to develop understanding of system

Date

12 Mar 2021

Attendees

- Caleb Rixon
- Ian Rixon
- Luke Rosa: Meeting Organiser, Minute Taker
- CHUANYUAN LIU
- Jiacheng Ye
- Surasak JANEIAD
- Yang Zhou

Recording Link

Click here

Agenda

Item Number	Item	Who
1	Ask permission to record current and future meetings	All
2	Confirm whether we are building Genyus Roundtale or Genyus Network	All
3	Ask Cal what is his expectation and commitments.	All
4	Arrange weekly meetings.	All
5	Ask Cal questions to extract some basic user stories. This will get us started.	All
6	Open floor for questions.	All

Open Questions

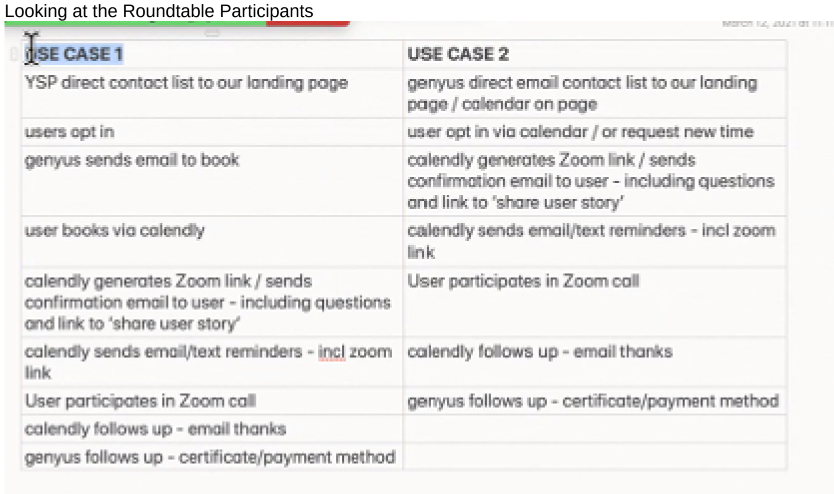
Item Number	Question	Who

1	• Should design be consistent and stick with blue+yellow genyus branding? • Should Roundtable landing pages be publicly accessible? • Should registering for a Roundtable require authentication? • What is the process for registering to a Roundtable? Any questionnaire, etc? • Cal mentioned questions for a Roundtable are sent to participants prior to participating in the Roundtable - how are they sent? • Should users be able to view upcoming/past Roundtables in account? • What do Participants receive at the completion of a Roundtable? Certificate, money, etc? • If money, how is this sent? ▪ Are "peers with lived experiences" treated any differently in the system? Do they require extra functionality, etc.? • Do Research Partners require access (authentication) to the site? Or just a password for the videos/documents? • Clarity on the services offered to Research Partners: Roundtable recordings, transcript, graphics, etc.? • Cal mentioned a basic tier and then extras. • Does GN use/pay for any tech that they want to keep in the solution? E.g. Cal mentioned Zoom, Calendly • Since we are required to graphic re-design (re-build) the website, what is the design style or design language that you want us to deliver? Can you give us some examples?	Luke

2	• Clarify difference between Genyus Roundtable and Genyus Network.
	• Seek confirmation with Cal
	  ◦ Run through homepage Home - Team GN
	  ◦ Run through System-as-is 2021-03-05 Client Meeting #1 which doesn't discriminate Genuys Network with Genuys Roundtable
	• I, Chuan, recall Cal wanted an App where the users can message to each other like Facebook groups and post blogs like Medium. Not sure if this was part of the scope.
	• Are we just building a website, or will it be an app?
	• Could Cal walk us through the operation of the current system (Need to be recorded). If not on the day then maybe in the future.
		Chuan

Discussion items

Time	Item	Who	Notes
2min	Meeting recordings	All	• OK to record all future meetings with client

<table>
<tr><td>10min</td><td>Use cases</td><td>All</td><td>
Looking at the Roundtable Participants

<table>
<tr><th>USE CASE 1</th><th>USE CASE 2</th></tr>
<tr><td>YSP direct contact list to our landing page</td><td>genyus direct email contact list to our landing page / calendar on page</td></tr>
<tr><td>users opt in</td><td>user opt in via calendar / or request new time</td></tr>
<tr><td>genyus sends email to book</td><td>calendly generates Zoom link / sends confirmation email to user - including questions and link to 'share user story'</td></tr>
<tr><td>user books via calendly</td><td>calendly sends email/text reminders - incl zoom link</td></tr>
<tr><td>calendly generates Zoom link / sends confirmation email to user - including questions and link to 'share user story'</td><td>User participates in Zoom call</td></tr>
<tr><td>calendly sends email/text reminders - incl zoom link</td><td>calendly follows up - email thanks</td></tr>
<tr><td>User participates in Zoom call</td><td>genyus follows up - certificate/payment method</td></tr>
<tr><td>calendly follows up - email thanks</td><td></td></tr>
<tr><td>genyus follows up - certificate/payment method</td><td></td></tr>
</table>

Landing page may contain client info (Who is sponsoring the Roundtable)
Video on landing page explaining what is roundtable and its benefits
Contains host detail (Peer leader)
Contains the Testimonial/Incentives on why you should participate
Choose a desired time with Calendly widget and fill in some other details (Have option to use Calendly API to add to own calendar tool, google calendar)
If no appropriate time available, have the option to email within page but no set process solution to fix this and system does not need to handle such reschedule

</td></tr>
<tr><td>5min</td><td>Roundtable RSVPs</td><td>All</td><td>

RSVPs for Roundtables are open to all - first in, best dressed.
No way to filter RSVPs and not something Cal wants. If there's issues with someone who has RSVP'd, Cal contacts them directly.

</td></tr>
<tr><td>10min</td><td>Calendly</td><td>All</td><td>

Calendly operates as the calendar for Roundtables. Events are created and the calendar is integrated into the landing page.
Participant chooses an event time and Calendly emails an event invitation.
Leading up to the event, it sends reminders.
It can also send texts.
Contains its own dashboard for scheduling stuff

</td></tr>
<tr><td>5min</td><td>After Roundtables, payment to participants</td><td>All</td><td>

After the Participant has participated in ALL Roundtables in a Pod, they are sent an email concerning the payment and a certificate.
Ian, Cal want us to look into a way of automating payments

</td></tr>
<tr><td>5min</td><td>Current Client Process</td><td>All</td><td>

Client contact genyus Admin somehow (email, WOM, phoning, etc) - no fixed engagement channel
genyus and client collaborate to define the research topics to be elicited via Roundtable events
After all Roundtable events a topic is completed. and admin has finished processing and uploading through the information
Client will receive a link and password to access a page that contains information for the conducted Roundtable
Contains video, transcripts?, summary etc
Would be good if the platform is more secure for the clients

</td></tr>
<tr><td>5min</td><td>Design</td><td>All</td><td>

Keep design consistent with genyus branding (yellow + blue)
Want to feel a sense of familiarity and not look technical
Need to consider the technological appetites of different cohort groups

</td></tr>
<tr><td>5min</td><td>Peer leaders</td><td>All</td><td>

Current process is all over the place
Want the peer leader to get more convenience and potentially easy enough such that a 3rd person were to takeover hosting (Not Caleb or Ian but another individual) it won't be too hard
Peer leaders need to be given intros, bios of all people that are coming to the Roundtable they're hosting.
After meetings, peer leaders are sent a questionnaire to answer - with questions about key takeaways, what was talked about, proforma, own interpretation to the meeting.
This is used to keep genyus Admin in the loop.

</td></tr>
</table>

Action items

- [x] Luke Rosa to send minutes to client

- [x] Luke Rosa to send invite for next meeting
- [x] Cal, Ian to send through details on pricing plans and tiers of products for clients
- [x] Cal, Ian to send through high-resolution logo

2021-03-19 Client Meeting #3

Goals

- Decide CRM of system
- Validate material for inception sprint

Date

19 Mar 2021

Attendees

- Luke Rosa: Meeting Organiser
- Samuel Webster: Minute Taker
- Nicolas Montorio: Minute Taker

Recording Link

Click here

Agenda

Item number	Item	Who
1	Confirm how Cal wants the solution to handle CRM (Calendly vs. created solution)	Luke
2	Validate user stories, persona, goal model	Luke
3	Is there a name for a grouping of Roundtables?	Luke
4	Confirm role of scribe during meetings (who writes transcripts)? Do they need access to the system? Who do they send the transcript to?	All
5	Confirm subscription levels of Calendly, Zoom accounts	All
6	Should participants be able to view recordings of Roundtables they've participated in?	All
7	Do Peer Leaders or genyus Admin upload Roundtable recordings or transcripts?	All
8	Does Zoom have automatic transcriptions?	All
9	Do Peer Leaders get paid/receive a certificate?	All
10	How do Research Partners reach out to Cal, Ian to create Roundtables? Do we need a front-facing page they can access?	All
11	What is the process for onboarding participants once they have received a confirmation email of registering for a Roundtable? Will our implementation be different from the existing system?	All
12	How do users enrol for multiple Roundtables, if the Pod contains multiple? Do you subscribe to a recurring Roundtable or individually enrol? Do the same Participants have to be in the same Roundtable for the entire Pod?	All
13	How should the researchers access the post-roundtable materials (recordings, scripts) 1. login with a researcher account, and access all files 2. receive links to the shared files	All
14	Who should be providing the questionnaires for each roundtable?	All
15	Does client have access to any Version Control?	Luke

Discussion items

Time	Item	Notes
5min	General pre-meeting discussion	Ian: • Acting as a peer leader is difficult yet rewarding • Finding others that have similar experiences is a positive experience

5min	Confirm how Cal wants the solution to handle CRM (Calendly vs. created solution)	• Ian confirms that we should use Calendly • Keep Calendly for scheduling, however provide authentication for Peer host, admin and research partner
2min	Validate user stories, persona, goal model	• Personas accurately reflect the 4 different user types

10min	Authentication/Account creation	• Participants should still be able to access their recordings
		• This won't be a usual activity; participants will have to request it directly
		• Genyus admin able to create an account for users (should this be client? -nmontorio) on the portal
		    • users do need some kind of authorisation (I believe their authorisation comes from being part of the clients cohort which is later crosschecked -nmontorio)
		    • Genyus can invite, or users can sign up and go through a screening process
		• Client will have a Landing page (non public facing)
		    • Client can send email to users to invite the to see this landing page
		    • This landing page will have a link to a calendly instance

5min	About us page	• About us page on the website would be valuable, however most incoming leads/clients /research partners will be on a relationship/personal level so this isn't as high priority
		    • Showcase the what/why, leave the "how" up to the research partner
		    • Cal and Ian need to be able to update it, so there needs to be a CMS of some kind
		        • Wordpress instead for the about us? Honestly, creating a CMS is HARD

10min	Marketing a Roundtable	Cal:
		• There will always be some kind of referral from an existing member of Genyus network to 'champion' the cause
		Ian:
		• A page of some kind that users can view what roundtables are about, and be able to sign up
		• There needs to be a screening process of some kind to qualify for the round table.
		• Genyus admin would
		Cal:
		• Yes, a front-facing page with a bit of sizzle, eg. showing clients etc.
		• Including a portfolio of completed studies:
		    • What's the benefit
		    • Who else uses it
		    • What other projects are going on
		    • Actual active pages
		    • Featured image

5min	Clients seeing participants	• Calendly can generate a list of participants, Genyus can extract that and provide if necessary Ian: • Better not to provide to minimise any biases • Clients just send out an email saying "We'd love you to participate, here's a link" • Up to Genyus to onboard

10min	How do you get bios etc from participants?	• Currently: both of the reminders and welcome emails have customised text
		    • This is what you've done
		    • Second: please fill out this form with our details
		• It would be great to collect this information on signup.
		• Calendly has ways to collect this, we can add more fields on event sign up

10min	Editing a Series	• Changing participants times is a rarity (offered by calendly)

5min	Peer leaders registration process	- We would have to work with the client to vet and train peer leaders - We can assume that if an account exists, they've been vetted and added by Genyus admins
5min	Is there a name for a grouping of Roundtables?	"Series" Each series has one peer leader at the moment, but there's the potential for multiple if necessary (eg. a substitute)
5min	Reoccurring roundtables	- This would depend on the client scope - Don't worry about this, can be handled manually
10min	Peer leader questions	Ian: - We're asking them what the outcomes were in their own opinion/perception - It adds another valuable data point Cal: - Questions for the peer host Ian: - Calendly sends out questions in advance of the roundtable - Questions sent out afterwards are the 'inverse' of these questions, eg: - What helped **your** recovery journey What **do you think helped their** recovery journey - I.e provide peer leader's interpretation - Genyus admins would upload - Ian needs access to this
5min	Confirm role of scribe during meetings (who writes transcripts)? Do they need access to the system? Who do they send the transcript to?	- Video recording is happening by the host on zoom - Automatically uploaded to our zoom account - Recording then gets uploaded to vimeo to place on the findings page - Peer leaders will need to be logged in to Genyus' zoom so that
5min	Confirm subscription levels of Calendly, Zoom accounts	- Calendly Pro - Zoom Enterprise
5min	Do Peer Leaders get paid/receive a certificate?	- Yes! - Gift card option if payment affects pensions
5min	Other Notes	- Roundtable = 1 zoom meeting containing 1 peer leader (host) and 5 participants - Series = 3 to 5 roundtables for a specific client/topic - genyus pricing is not front facing - participants need to consent to the meeting to be recorded otherwise they need to switch off their camera and/or not participate

Action items

- [x] Invite Cal, Ian to repository
- [x] Ian to send Calendly credentials

2021-04-15 Client Meeting #4

Goals

- Discuss wireframes
- Discuss GitHub

Date

15 Apr 2021

Attendees

-

Agenda

Item Number	Item		Who
1	For Research Partners, should one account be linked to one organisation (i.e. share the login amongst numerous users) or create an account per researcher? This will inform what we need to get from Research Partners (i.e. will login be email or username, etc.)	Single login	Luke
2	Are Peer Leaders paid or given certificates for leading a Roundtable?	Paid	Luke
3	Have Cal, Ian set up a GitHub account? If so, what are their usernames? If not and there's time, ask them to. We need to send them tags at the end of the upcoming sprint.	Setting up, will get back to us	Luke
4	Tell Cal that Luke will finish writing project scope and email to Cal next week (to get agreement and lock in scope).	Message delivered	Luke

Discussion items

Time	Item	Who	Notes
	Frontend - series admin	Cal	Drop downs for researchers name, plus icon for quick new researcher in series admin
	Questionnaires	Cal	-Integrate questionnaires with ~~ninja forms and others~~ any form service -Core functionality is to email Cal when participant fills in form, other details don't matter
	Create New Series	Cal	▪ Organisation name, not researcher's ▪ Main topic field above description ▪ way to create a new organisation from this screen (if I heard that correctly)
	Drawbacks for wordpress	Cal	-Client wants new system to have accurate documentation for administration process -Client wants new system to have accurate information/display as to where something is in the admin process
	Current roundtables above past roundtables Current roundtables with space highlighted green Closed roundtables red Currnet roundtabes orange	Cal	

Action items

- [ ]

Inception Sprint

This is the first sprint of the project.

Inception Sprint Planning

Goals

- Create a plan for inception sprint deliverables

Date

15 Mar 2021

Attendees

- Luke Rosa
- Jiacheng Ye
- Joel Launder
- Samuel Webster
- Mingyu Su
- Nicolas Montorio
- Yang Zhou
- Pei-Chen Chen

Sprint Details

Start Date	01 Mar 2021
End Date	15 Apr 2021
Number of Days	46
Sprint Theme	Establish requirements of project.

Preparation Checklist

Meeting
- [x] Review team capacity - [x] Populate Trello board

Deliverables

Process:

- [x] Are there minutes of meetings?
- [x] Is there evidence of tasks being assigned?
- [x] Are the role assignments listed in Confluence?
- [x] Do you have a communication tool? If so, which one?
- [x] Have you decided on sprint length?

Artefacts:

- [x] What requirements artefacts are in Confluence and/or Github?
- [x] Is the backlog completed?
- [x] Is there an architectural design?
- [x] Have you set up the repository? If so, provide a link
- [x] Is the project well understood and documented in Confluence and/or the repository?

General guidelines for Confluence:

- [x] Clear, easy to navigate structure with indicative page names
- [x] Minimize depth (more on one page, less clicks)
- [x] Don't unnecessarily create multiple versions of content, for example one version for each sprint (the built-in versioning handles this)

- [x] Visible and editable content is preferred: e.g. enter minutes directly, don't attach a document; ensure any diagram can be updated without referring to an external source.
- [x] Task Tracking (Trello or similar):
    - [x] A product backlog (with higher-level user stories) will be maintained in the tool, along with a lower-level sprint backlog.
    - [x] Tasks in the sprint backlog will have a sufficiently low level of granularity.
    - [x] Tasks in the sprint backlog will include an effort estimate, and once assigned will have an appropriate due date.
    - [x] Tasks in the sprint backlog should include dependencies on other task where appropriate.
    - [x] Team members will take ownership of tasks proactively (just in time) and will be responsible for moving them along the lanes of the board in a timely fashion.
- [x] Documented estimation process (in Confluence)
- [x] Documented workflow (in Confluence)
- [x] Good quality code: coding standard identified (in Confluence) and followed
- [ ] Test code and cases (being clearly identified)
- [ ] Instructions or infrastructure to build and execute the system, including running the test cases
- [ ] Sensible log messages in all commits, including references to tracked issues when relevant
- [x] Documented commit and branching policy (in Confluence)
- [x] Well-defined code review policy (inc. nomination of reviewers, timeframes for review, checklist for review)
- [x] Sensible policy on tagging for system versions (to identify milestone versions in general and, for instance, to being able to repeat tests)

Main Category	Sub-categories	1 Below Expectations	2 Meeting Expectations	3 Above Expectations	4 Exceeds Expectations	Comments
Process	Team structure and Role Assignments	Roles have not been assigned.	Roles are listed on the site but little relevant activity	Teams have adopted roles and individuals are active with them.	All roles being performed with cooperatiion across roles.	
	Group decision making	Team has no decision making process and decisions are made by individuals	Team has an informal decision making process but it is not clear and/or it focuses on individuals	Team cooperatively make decisions and assign tasks.	Excellent decision making.	
	Meetings	Times have had very few meetings which have not been documented.	Team has the minimum number of expected meetings and has minimal noted for the meeting.	Active meetings	Superior performance.	
	Tool use	Little or no use of tools	Some use of tools (outdated, incomplete, inconsistent - not really efficient)	Good use of tools. Tools partially reflect contributions and progress of the team managing/organizing the project.	Great use of tools. Tools (mostly) reflect contributions and progress of the team managing/organizing the project.	
	Internal communication	Team members work mainly independently with little or no communication amongst the team	Team members work together a little, and there is some communication among team members	Team members work together, share resources and communicate often	Team members work together extensively, share resources and keep each other updated on progress.	
	Communication with the client	Little or no communication with the client	There is some communication client	Team have been working together with the client (sharing resources and communicating often)	Team have been working together with the client extensively	
Artefacts	Requirements	Requirements have been poorly considered.	Team has a motivational model and user stories, but they are not well integrated.	Team has added to the existing requirements, or developed a motivational model and user stories for the client.	Well integrated requirements that are client approved and clearly express the project.	
	Design	Team has not considered design.	Team has a basic design.	A clearly communicated design has been described.	Well analysed design.	
	Deployment	System was not deployed.	Some components of the system were deployed. No pipeline was created.	Most of the system was deployed. A (partial) pipeline was created.	System is deployed, including a populated database with a range of realistic data samples/information that are necessary for the teaching team and clients to test it. Team has also created a deployment pipeline for CI/CD, including tests.	
	Testing	No testing plan.	Basic testing plan.	Testing plan covers 50%-89% of the system.	Testing plan covering over 90% of the system. Tests were also incorporated as part of the deployment pipeline (when applicable).	

Inception Sprint Review

Goals

- Review current sprint
- Close current sprint

Date

15 Apr 2021

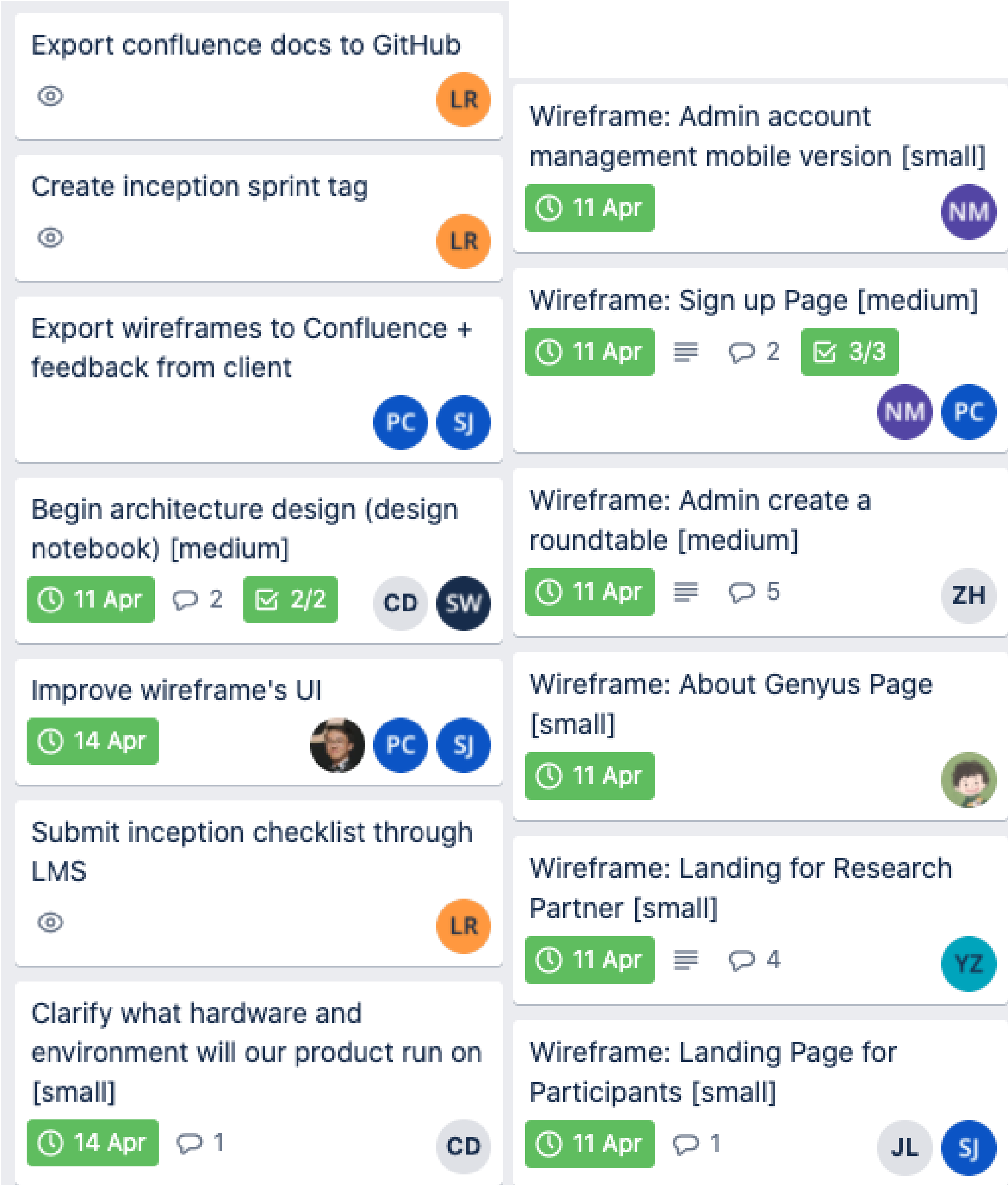
Attendees

- Luke Rosa
- Nicolas Montorio
- Samuel Webster
- Pei-Chen Chen
- Yang Zhou
- CHUANYUAN LIU
- Mingyu Su

Checklist

- [x] End current sprint
- [x] Review issues in backlog and update status
- [x] Move incomplete backlog issues into next sprint

Completed Issues[1]


Export confluence docs to GitHub
LR
Create inception sprint tag
LR
Export wireframes to Confluence + feedback from client
PC SJ
Begin architecture design (design notebook) [medium]
11 Apr 2 2/2
CD SW
Improve wireframe's UI
14 Apr
PC SJ
Submit inception checklist through LMS
LR
Clarify what hardware and environment will our product run on [small]
14 Apr 1
CD
Wireframe: Admin account management mobile version [small]
11 Apr
NM
Wireframe: Sign up Page [medium]
11 Apr 2 3/3
NM PC
Wireframe: Admin create a roundtable [medium]
11 Apr 5
ZH
Wireframe: About Genyus Page [small]
11 Apr
Wireframe: Landing for Research Partner [small]
11 Apr 4
YZ
Wireframe: Landing Page for Participants [small]
11 Apr 1
JL SJ

Wireframe: UI basic items like navigation [small]

11 Apr 2 SW

Need to think about how to generate landing page. I think we can use the current Wordpress and Cal can self maintain it [small]

15 Apr 1

Architectural diagram, physical view

14 Apr 2 SW

Create code review process [small]

14 Apr 1 3/3 JL

Create testing strategy [medium]

11 Apr 3 JL LR

Architectural diagram, development/implementation view [medium]

14 Apr LR SW

Architectural diagram, logical view

14 Apr LR

Personas [medium]

7 Apr · 1 · 5/5

NM SW

Create User Story dependencies in JIRA [small]

11 Apr

LR

4+1 Architectural View: development view [small]

11 Apr · 2 · 1/1

LR

Create Confluence review process [small]

4 Apr · 3/3

JL LR

Detail project specifications [small]

4 Apr · 1 · 2/2

LR

Create inception sprint deliverables [small]

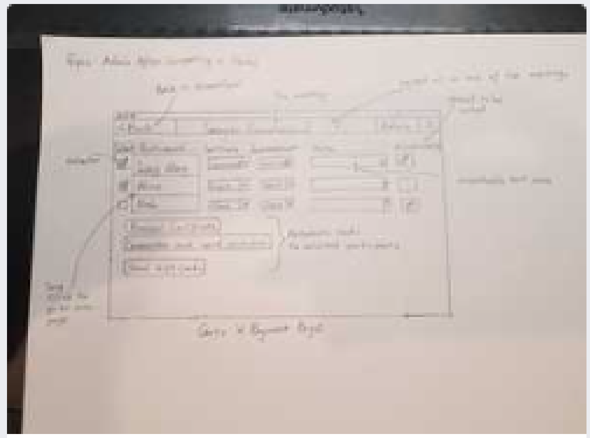
7 Apr

LR

Acceptance criteria [medium]

11 Apr · 1

LR



Wireframe: Invoice and certification tracker [medium]

11 Apr · 4 · 2

Arrange client weekly meeting [small]

14 Mar

LR

Motivational Goal Model [medium]

22 Mar · 1 · 8/8

PC YZ ZH

Create Confluence structure [small]

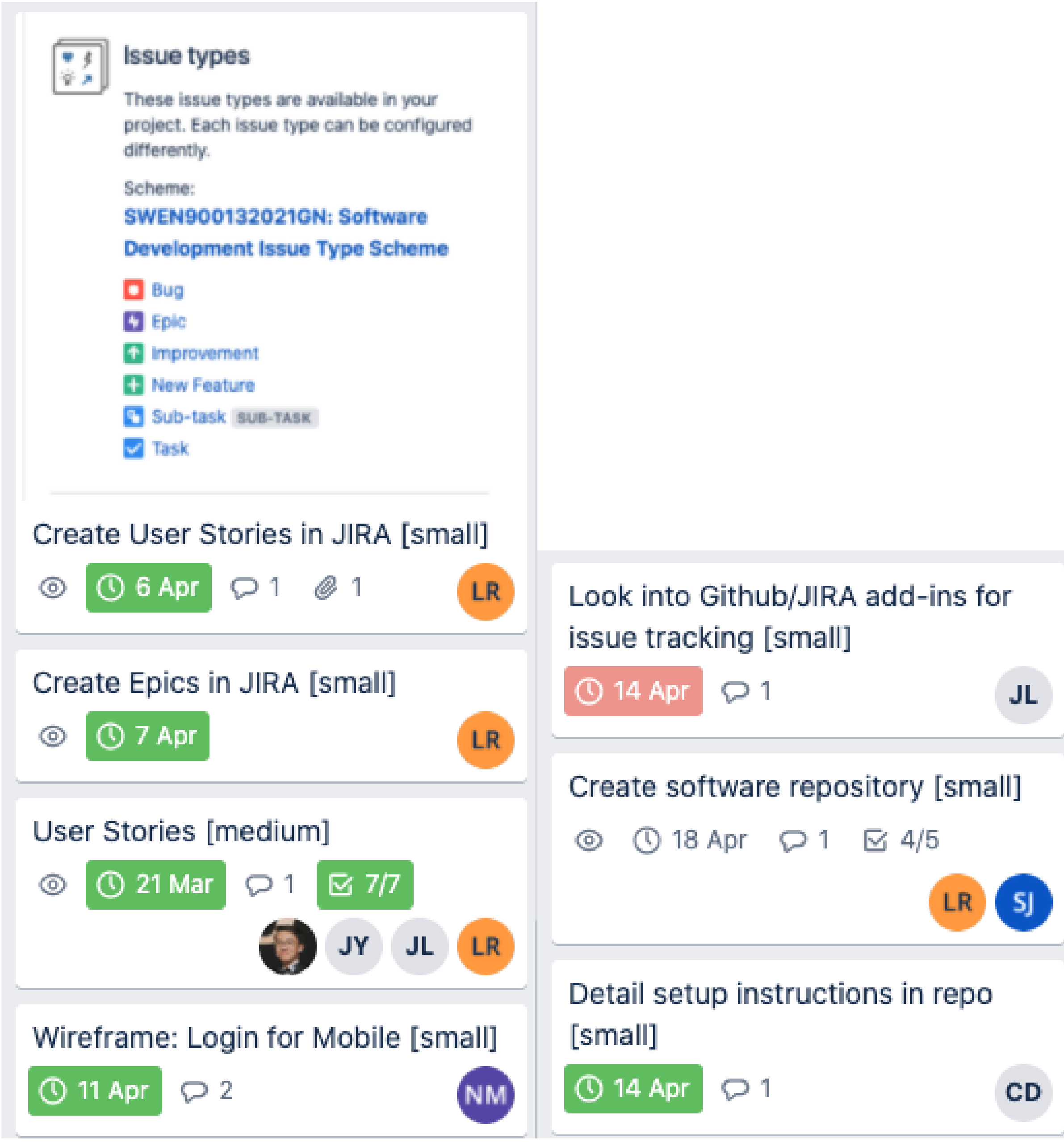
14 Mar

LR

Create risks registry [medium]

2/2

CD LR



References

[1] https://trello.com/invite/b/mXAi2N4Q/418efd30ed67e7f180cf6a9930ba9826/work

Inception Sprint Retrospective

Goals	Date	Attendees
	08 Mar 2021	

Discussion items

Time	Item	Who	Notes

Action items

- [ ]

Sprint 1a

Sprint 1a Planning

Goals

- Create a plan for Sprint 1 deliverables

Date

15 Apr 2021

Attendees

- Luke Rosa
-

Sprint Details

Start Date	16 Apr 2021
End Date	09 May 2021
Number of Days	24 days
Sprint Theme	Establish architectural requirements of the system.

Preparation Checklist

Pre-Meeting	Meeting
[x] Product Owner (Luke Rosa) to populate User Stories [x] Product Owner (Luke Rosa) to create User Stories dependencies [ ] Product Owner (Luke Rosa) to create priorities for issues	[x] Review prior sprint performance [ ] Review team capacity for upcoming sprint [x] Move incomplete backlog items from Trello board to JIRA [ ] Populate subtasks of JIRA backlog [ ] Move issues from backlog to Sprint 1 [ ] Estimate issues (https://planningpokeronline.com) [x] Create Sprint theme [ ] Begin sprint

Deliverables

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Main Category	Sub-categories	1 Below Expectations	2 Meeting Expectations	3 Above Expectations	4 Exceeds Expectations	Comments
Process	Team structure and Role Assignments	Roles have not been assigned.	Roles are listed on the site but little relevant activity	Teams have adopted roles and individuals are active with them.	All roles being performed with cooperatiion across roles.	
	Group decision making	Team has no decision making process and decisions are made by individuals	Team has an informal decision making process but it is not clear and/or it focuses on individuals	Team cooperatively make decisions and assign tasks.	Excellent decision making.	
	Meetings	Times have had very few meetings which have not been documented.	Team has the minimum number of expected meetings and has minimal noted for the meeting.	Active meetings	Superior performance.	
	Tool use	Little or no use of tools	Some use of tools (outdated, incomplete, inconsistent - not really efficient)	Good use of tools. Tools partially reflect contributions and progress of the team managing/organizing the project.	Great use of tools. Tools (mostly) reflect contributions and progress of the team managing/organizing the project.	
	Internal communication	Team members work mainly independently with little or no communication amongst the team	Team members work together a little, and there is some communication among team members	Team members work together, share resources and communicate often	Team members work together extensively, share resources and keep each other updated on progress.	
	Communication with the client	Little or no communication with the client	There is some communication client	Team have been working together with the client (sharing resources and communicating often)	Team have been working together with the client extensively	
Artefacts	Requirements	Requirements have been poorly considered.	Team has a motivational model and user stories, but they are not well integrated.	Team has added to the existing requirements, or developed a motivational model and user stories for the client.	Well integrated requirements that are client approved and clearly express the project.	
	Design	Team has not considered design.	Team has a basic design.	A clearly communicated design has been described.	Well analysed design.	
	Deployment	System was not deployed.	Some components of the system were deployed. No pipeline was created.	Most of the system was deployed. A (partial) pipeline was created.	System is deployed, including a populated database with a range of realistic data samples/information that are necessary for the teaching team and clients to test it. Team has also created a deployment pipeline for CI/CD, including tests.	
	Testing	No testing plan.	Basic testing plan.	Testing plan covers 50%-89% of the system.	Testing plan covering over 90% of the system. Tests were also incorporated as part of the deployment pipeline (when applicable).	

Sprint 1a Review

Date

11 Apr 2021

Attendees

- Luke Rosa

Goals

Discussion items

Time	Item	Who	Notes

Action items

- [ ]

Sprint 1a Retrospective

Date

11 Apr 2021

Attendees

- Luke Rosa

Goals

Discussion items

Time	Item	Who	Notes

Action items

- [ ]

Risks

Risks are uncertain events or conditions that, if they occur, can cause a positive or negative effect on the project. In order to control for these, any risks that are identified will be documented here and a Risks Response Plan will be created to manage them.

Risks will be discussed at weekly Team Meetings.

> Risks will be created as they arise and resolved throughout the year as the project progresses.

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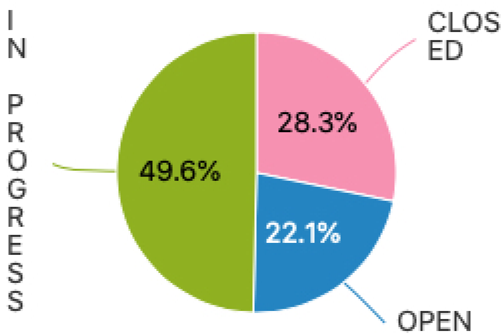
Risks Classification

Classification	
Threat	Negative risk with an adverse impact on the project.
Opportunity	Positive risk with a favourable impact on the project.
Type	
Project	The effect on the project as a whole.
Product	The system or software might fail to satisfy or fulfill some reasonable expectation of the customer, user or stakeholder.
Operational	Ineffective processing, system failures, or unanticipated circumstances define operational risk.
General	Risks that do not belong under any other type.
Probability	
High	Likely occurrence.
Medium	Moderate likelihood of occurrence.
Low	Unlikely occurrence.
Impact	
High	Existential threat.
Medium	Significant impact.
Low	Low to no impact.
Status	
OPEN	No actions taken yet to address the risk.
IN PROGRESS	Actions undertaken to address the risk.
CLOSED	Risk is considered resolved.

Risks Analysis

Status	Count
CLOSED	8
IN PROGRESS	9
OPEN	6

Total	**23**



Risk ID	Risk	Classification	Type	Probability	Impact	Justification	Status	Date of Resolution	Resolution
R001	Unclear project requirements.	Threat	Product	Low	Medium	*Probability:* Clients have been clear about requirements and few if any instances of client walking back requirements. *Impact:* Weekly client meetings provide avenue for clarification.	CLOSED	19 Mar 2021	Scope was agreed to with client during 2021-03-19 Client Meeting #3 and documented in Requirements.
R002	Volatile project requirements.	Threat	Product	Low	High	*Probability:* Clients have been clear about requirements and few if any instances of client walking back requirements. *Impact:* Risk to product high if client judges success by later requirement and team delivers early requirement.	CLOSED	19 Mar 2021	Scope was agreed to with client during 2021-03-19 Client Meeting #3 and documented in Requirements.
R003	Project scope creep.	Threat	Product	Low	Medium	*Probability:* 1 year duration for a modestly scoped project. *Impact:* Releases in stages so if the scope creeps for n stage, n-1 stage will be still be released.	CLOSED	19 Mar 2021	Scope was agreed to with client during 2021-03-19 Client Meeting #3 and documented in Requirements.
R004	Unrealistic project scope.	Threat	Product	Low	Medium	*Probability:* We already have a good idea on project scope and it is feasible. *Impact:* Team can work with supervisor and client to control scope.	CLOSED	19 Mar 2021	Scope was agreed to with client during 2021-03-19 Client Meeting #3 and documented in Requirements.
R005	Team member(s) not committed to project.	Threat	Project	Medium	Medium	*Probability:* Team of 10 means there is a fair chance some team members lose interest /commitment. *Impact:* Team of 10 for a modest scope project mean consequence low, however could affect team morale. Pareto principle most likely applies for actual project outcome.	OPEN		
R006	Team member(s) are unwell for an extended period.	Threat	Project	Low	Low	*Probability:* Should be rare that team would be affected by this.	OPEN		

						Impact: Unless many team members members go down, it should not affect the project too much.			
R007	Team member(s) drop out of subject.	Threat	Project	Low	Medium	*Probability:* This subject would not be ideal to drop out of because it is 1 year long. *Impact:* If critical members drop out, it could be an issue, similar to if critical member lose commitment.	OPEN		
R008	Team members lack necessary skills to develop project.	Threat	Project	Low	High	*Probability:* We can control choice of technology stack and so will choose a stack which the team is familiar with. *Impact:* If this assumption invalid, could delay project, but due to the staged nature, we will find out in early stages.	IN PROGRESS		
R009	Insufficient team size to complete requirements.	Threat	Project	Low	Medium	*Probability:* The assumption is the team is large enough for this project. *Impact:* If this assumption invalid, could delay project, but due to the staged nature, we will find out in early stages.	CLOSED	19 Mar 2021	Scope was agreed to with client during 2021-03-19 Client Meeting #3 and documented in Requirements. The team believes scope is feasible.
R010	Misallocation and /or mismanagement of team resources (time, etc.).	Threat	Project	High	Low	*Probability:* No team will allocate resources 100% efficiently. *Impact:* We will capture this at early stages.	OPEN		
R011	Proper development process is not followed resulting in system only working on developers' machines and not the client's.	Threat	Product	Low	High	*Probability:* Team in conjunction with devops lead must select a solution that is cross platform. *Impact:* We will capture this at early stages, but this could spill over.	IN PROGRESS		
R012	Chosen technology stack does not support requirements.	Threat	Product	Low	Medium	*Probability:* In web development there is many ways to skin a cat, the project does not have a particularly onerous set of requirements. *Impact:* If this assumption invalid, could delay project, but due to the staged nature, we will find out in early stages.	IN PROGRESS		
R013	System is not fully secured resulting in the public release of private data.	Threat	Product	Medium	High	*Probability:* Security is a complex domain, but the team is comprised of masters students who have a high level of knowledge and many libraries have security implemented properly *Impact:* Loss of confidence in customer, legal issues for client.	IN PROGRESS		
R014	System does not fully integrate with current genyus Network.	Threat	Product	Low	Low		CLOSED	19 Mar 2021	System does not need to integrate, they are built as separate systems. This was confirmed by the client in 2021-03-12 Client Meeting #2 and detailed in Requirements.
R015	Insufficient	Threat	Project	Low	Low				

	handover to the client at the end of the project.					*Probability:* A person responsible for devops will ensure system is deploying properly, so we should have automated system in place which means handing over to client as seamless to handing over to other team members. *Impact:* At least 1 team member willing to give support to client after project finishes.	OPEN		
R016	Lack of stakeholder engagement.	Threat	Project	Low	Medium	*Probability:* Stakeholders very engaged (as a subjective judgement), they may become less engaged if deliverables are not being met. *Impact:* Project can survive if at least 1 stakeholder is engaged.	IN PROGRESS		
R017	All key stakeholders are not fully engaged.	Threat	Project	Low	High	*Probability:* Stakeholders very engaged (as a subjective judgement), they may become less engaged if deliverables are not being met. *Impact:* Project can not survive if both stakeholders are not engaged.	IN PROGRESS		
R018	Client withdraws from the project.	Threat	Project	Low	High	*Probability:* Stakeholders judged to be very engaged - they may become less engaged if deliverables are not being met. *Impact:* Game over for project essentially.	OPEN		
R019	3rd party applications (e.g. Calendly, Zoom) halt service offering or change fee structure.	Threat	Product	Medium	Low	*Probability:* Fee structures change frequently for applications. *Impact:* genyus Roundtable will be designed in a way that another app could replace it.	IN PROGRESS		
R020	Failure to establish testing priorities.	Threat	Operational	Medium	Low	*Probability:* Given the unfamiliarity of the development team to the project requirements, this is a higher likelihood. *Impact:* This will greatly impact the team's ability to handover the product to the client.	IN PROGRESS		
R021	Insufficient testing priorities.	Threat	Operational	Medium	Low	*Probability:* Given the unfamiliarity of the development team to the project requirements, this is a higher likelihood. *Impact:* This will greatly impact the team's ability to handover the product to the client.	IN PROGRESS		
R022	Changes to government regulation.	Threat	General	Low	Low	*Probability:* NA *Impact:* NA	CLOSED	31 Mar 2021	It is not expected that regulation within the health domain will change and it is near impossible for the team to impact it.
R023	Changes user demands and interests.	Threat	General	Low	Low	*Probability:* NA *Impact:* NA	CLOSED	31 Mar 2021	Use of the internet and isolation is only increasing (especially during Corona). It is not expected that

									consumers would turn away from the internet.

Risks Response Plan

All Risks identified will be added to the risk response plan in order to blunt negative or increase positive impacts on the genyus Roundtable project.

> A response plan will be created for new risks as they arise.

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Risks Response Classification

Threat Responses	
Avoid	Focus on eliminating the cause and thus, eliminating the threat.
Mitigate	There are certain risks that cannot be eliminated. However, their impact can be reduced.
Transfer	Transfer the risk to some other party.
Opportunity Responses	
Exploit	Add work or change the project to make sure the opportunity occurs.
Enhance	Increase the probability and positive impact of risk events.
Share	Allocate ownership of opportunity to a third-party.

Risks Response Plan

Owner, Strategy		**Count**
DevOps Lead	**Avoid**	5
	Total	**5**
Product Owner	**Avoid**	6
	Mitigate	5
	Total	**11**
Quality Assurance Lead	**Avoid**	2
	Total	**2**
Scrum Master	**Avoid**	1
	Mitigate	4
	Total	**5**
Total	**Avoid**	14
	Mitigate	9
	Total	**23**

Risk ID	Risk	Classification	Type	Probability	Impact	Trigger	Owner	Strategy	Response	Resources Required
R001	Unclear project requirements.	Threat	Product	Low	Medium	Team member (s) expresses lack of understanding of scope.	Product Owner	Avoid	• Discuss scope at weekly team, client, and supervisor meetings so all members are on the same page; • Product Owner to document scope on Confluence once agreed; • Product Owner to share agreed-upon scope with client; and • All team members should read over the agreed-upon scope.	Development Team, Product Owner, client, supervisor.
R002	Volatile project requirements.	Threat	Product	Low	High	Product Owner (or team member(s)) notice project requirements changing from week to week.	Product Owner	Avoid	• Discuss scope at weekly team, client, and supervisor meetings so all members are on the same page; • Product Owner to document scope on Confluence once agreed; • Product Owner to share agreed-upon scope with client; and • Once shared with client, lock	Development Team, Product Owner, client, supervisor.

									them into the agreed-upon scope.	
R003	Project scope creep.	Threat	Product	Low	Medium	Client asks for or questions things not agreed upon in scope.	Product Owner	Avoid	• Discuss scope at weekly team, client, and supervisor meetings so all members are on the same page; • Product Owner to document scope on Confluence once agreed; • Product Owner to share agreed-upon scope with client; and • Once shared with client, lock them into the agreed-upon scope.	Development Team, Product Owner, client, supervisor.
R004	Unrealistic project scope.	Threat	Product	Low	Medium	Team member (s) expresses lack of confidence in achieving project scope.	Product Owner	Avoid	• Discuss scope at weekly team, client, and supervisor meetings so all members are on the same page; • Discuss scope with team to determine feasibility; and • Discuss with supervisor and client if scope is not feasible;	Development Team, Product Owner, client, supervisor.
R005	Team member(s) not committed to project.	Threat	Project	Medium	Medium	Team member (s) unresponsive or not turning in work for more than a week	Scrum Master	Mitigate	• Discuss with team member to see if something can	Development Team, Scrum Master, supervisor.

									be done; • Discuss with supervisor if team member(s) remain unresponsive.	
R006	Team member(s) are unwell for an extended period.	Threat	Project	Low	Low	Team member(s) alerts team to illness.	Scrum Master	Mitigate	• Build redundancy into team (i.e. work in groups and share knowledge so work can continue); • Discuss with team member how long they need off work; • Discuss with team if increased workload can be picked up; and • Discuss with supervisor and client about reducing scope, if illness is severe.	Development Team, Scrum Master, supervisor, client.
R007	Team member(s) drop out of subject.	Threat	Project	Low	Medium	Team member(s)drops out of subject.	Scrum Master	Mitigate	• Build redundancy into team (i.e. work in groups and share knowledge so work can continue); • Discuss with team if increased workload can be picked up; and • Discuss with supervisor and client about reducing scope,	Development Team, Scrum Master, supervisor, client.

									if workload increase is too high.	
R008	Team members lack necessary skills to develop project.	Threat	Project	Low	High	Team member (s) expressed lack of knowledge about work or Scrum Master notices blocker.	Scrum Master	Mitigate	• Scrum Master should check for blockers amongst team; • Scrum Master should assist in removing blockers (finding resources, speaking to supervisor, etc.); and • A culture of knowledge sharing should be fostered.	Development Team, Scrum Master, supervisor.
R009	Insufficient team size to complete requirements.	Threat	Project	Low	Medium	Team member (s) note infeasibility of project scope.	Product Owner	Avoid	• Set scope with client early on; and • Discuss amongst team whether this is feasible; and • If not achievable, discuss with supervisor and client about reducing.	Development Team, Scrum Master, supervisor, client.
R010	Misallocation and/or mismanagement of team resources (time, etc.).	Threat	Project	High	Low	Work deadlines are consistently being missed.	Scrum Master	Avoid	• Use tools /processes that demonstrably improve team efficiency; • Discard tools /processes that demonstrably reduce or are a waste of time; and • Discuss efficiency at the completion of	Development Team.

									each sprint and adjust for future sprints.	
R011	Proper development process is not followed resulting in system only working on developers' machines and not the client's.	Threat	Product	Low	High	Application is not deployable outside of development machine.	DevOps Lead	Avoid	• Team must select a cross platform, robust, automated solution; and • Cloud deploy so client's machine is not a factor.	DevOps Lead, Development Team.
R012	Chosen technology stack does not support requirements.	Threat	Product	Low	Medium	Scoped requirements are not satisfied by chosen technology stack.	DevOps Lead	Avoid	• Do extensive research into options for technology stack; and • Create extensive tests to be sure the stack meets requirements.	DevOps Lead, Development Team.
R013	System is not fully secured resulting in the public release of private data.	Threat	Product	Medium	High	System is not secured and data is vulnerable.	DevOps Lead	Avoid	• Include unit tests to validate security assumptions, including authentication and ssl; and • All endpoints must use ssl, passwords must be hashed properly, passwords must be strong	DevOps Lead, Development Team.
R014	System does not fully integrate with current genyus Network.	Threat	Product	Low	Low	System does not integrate with genyus Network.	Product Owner	Avoid	• Per discussions with client, genyus Roundtable does not need to integrate with	

									genyus Network.	
R015	Insufficient handover to the client at the end of the project.	Threat	Project	Low	Low	Client is unable to use the system once developed.	DevOps Lead	Avoid	• Create extensive documentation for use of the system; and • Organise one or many handover sessions with client to ensure confidence in the system.	DevOps Lead, Development Team, client.
R016	Lack of stakeholder engagement.	Threat	Project	Low	Medium	Stakeholder(s) (client, supervisor, etc.) is: • Unwilling or unable to meet; and • Is unresponsive to emails or contact from team.	Product Owner	Mitigate	• Ensure all deliverables are being delivered so stakeholder(s) is invested; • Encourage stakeholder(s) to buy into system by including them in discussions; and • If stakeholder(s) is non-responsive, escalate to the supervisor.	Product Owner, supervisor, client.
R017	All key stakeholders are not fully engaged.	Threat	Project	Low	High	Stakeholder(s) (client, supervisor, etc.) is: • Unwilling or unable to meet; and • Is unresponsive to emails or contact from team.	Product Owner	Mitigate	• Ensure all deliverables are being delivered so stakeholder(s) is invested; • Encourage stakeholder(s) to buy into system by including them in discussions; and • If stakeholder(s) is non-respons	Product Owner, supervisor, client.

									ive, escalate to the supervisor.	
R018	Client withdraws from the project.	Threat	Project	Low	High	Stakeholder(s) (client, supervisor, etc.) is: • Unwilling or unable to meet; and • Is unresponsive to emails or contact from team.	Product Owner	Mitigate	• Ensure all deliverables are being delivered so stakeholder(s) is invested; • Encourage stakeholder(s) to buy into system by including them in discussions; and • If stakeholder(s) is non-responsive, escalate to the supervisor.	Product Owner, supervisor, client.
R019	3rd party applications (e.g. Calendly, Zoom) halt service offering or change fee structure.	Threat	Product	Medium	Low	Application is beholder to 3rd party applications.	DevOps Lead	Avoid	• System should be agnostic to 3rd party applications and ensure portability; and • This should be thoroughly researched prior to development.	DevOps Lead, Development Team.
R020	Failure to establish testing priorities.	Threat	Operational	Medium	Low	Testing priorities do not cover functional requirements.	Quality Assurance Lead	Avoid	• Project scope should be identified early on; and • Testing priorities should be based off this.	Quality Assurance Lead, Development Team.
R021	Insufficient testing priorities.	Threat	Operational	Medium	Low	No testing priorities.	Quality Assurance Lead	Avoid	• Establish clear, purposeful testing priorities early on in development.	Quality Assurance Lead, Development Team.

R022	Changes to government regulation.	Threat	General	Low	Low	Discussion with client or news coverage elicit changes to government regulation.	Product Owner	Mitigate	• Discuss with client and supervisor how it might impact the project.	Product Owner, supervisor, client.
R023	Changes user demands and interests.	Threat	General	Low	Low	Discussions with client or news coverage or other elicits changes to consumer behaviour.	Product Owner	Mitigate	• Discuss with client how it might impact the project.	Product Owner, client.

Requirements

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What’s a genyus Roundtable?

Roundtable is a safe space for an online peer-led focus group where people with shared commonalities and traits can discuss research which directly involves their broader peer groups in a fun and empowering way. *currently conducted via Zoom.

These bespoke focus groups can discuss questions which are provided by (but not guided by) reputable research groups, to enhance the lived experience of the focus group and their peers.

Why does genyus Roundtable exist?

Research and Health organisations perpetuate, and deeply entrench, ‘othering’ culture in society - particularly for marginalized cohorts - due to the delivery of the role of ‘supporter’ rather than ‘partner’.

genyus Roundtable believe that all interventions aimed to engage, and work with, the lived experience of the human condition have vast more value when operating using a social lense – rather than a clinical lense.

Trust and synergy are encouraged through the creation of peer led peer groups that have a more honest outcome as there is no influence from the research body.

Who’s genyus Roundtable for?

Roundtable targets use by Persons Living with Disability (PLWD) including Culturally and Linguistically Diverse PLWD.

Research and Health Organisations who are looking to support their constituents better also benefit from the process of conducting a Roundtable.

Target Demographics:

- PLWD who belong to smaller community organisations.
- PLWD who are recipients of the Disability Support Pension.
- PLWD who are NDIS participants.
- PLWD who are Culturally and Linguistically Diverse.
- PLWD who are hard-to-reach referred by family, friends or health providers.

How do participants get recruited?

A bespoke engagement and recruitment process for all stakeholders is fundamental to the success of conducting a genyus Roundtable.

Critical steps of the delivery of Roundtable include:

1. Acquisition - Engaging a Research Partner (i.e. research/health org);
2. Recruitment - Sourcing potential Participants;
3. Program overview - A bespoke engaging and informative space to hook potential Participants;
4. Sign up - Opt-In point for potential Participants;
5. Choose session time - Recruited Participants choose a Roundtable time;
6. Calendar event created and Zoom link activated;
7. Recruitee data collection - Recruitees fill out an introductory form;
8. Reminders - All parties (Participants/Admin/Peer Leader receive reminders of crucial details about their session; and
9. Rewards/recognition – Participants are rewarded for their contribution with a financial payment and certificate.

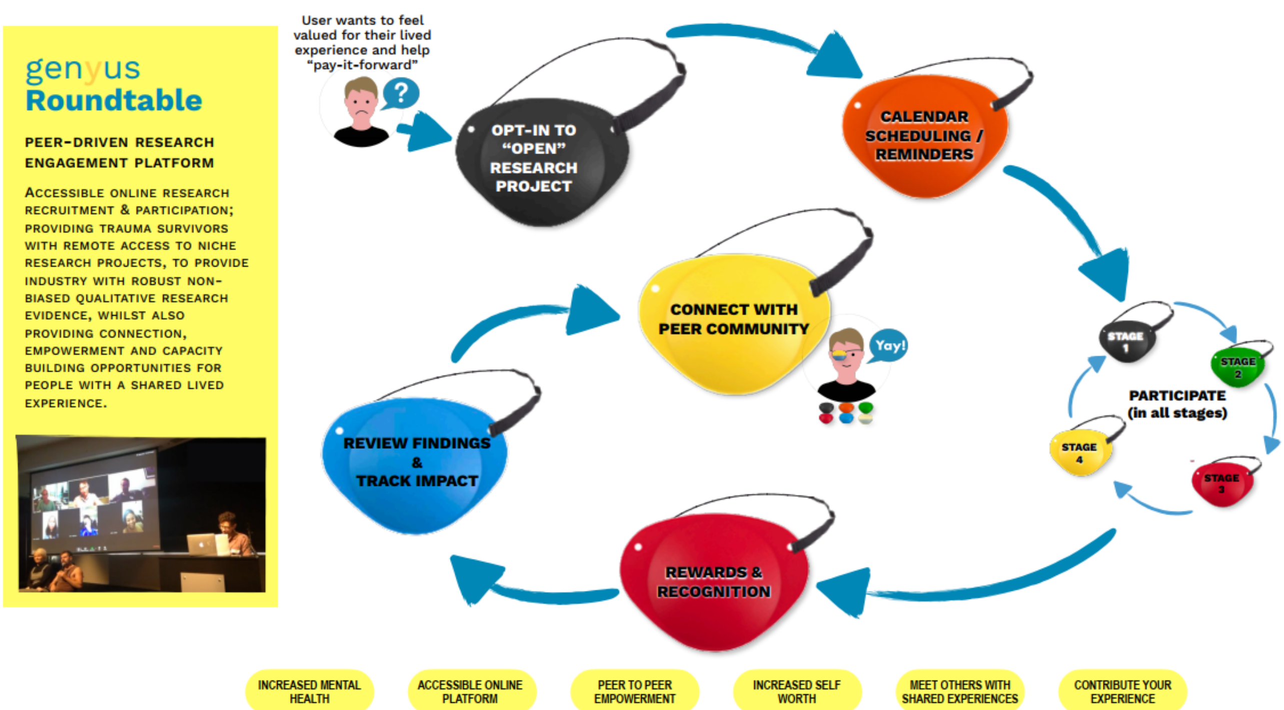
Pricing

The pricing below was given to the project team by the client based on a recent partnership with the Young Stroke Project. Prices are subject to change at any point but are indicative of the price genyus Roundtable normally charges clients, dependent on number of Roundtables and Participants.

Roundtables delivered in Series	1	2	3	4	5
Participants in Series	5	10	15	20	25
Client Charge	$6,300	$8,640	$10,980	$13,320	$15,660

Example

To view a current Series, in partnership with the Young Stroke Project, click here.



Project Problem

As is, genyus Roundtable is overly manual. It requires significant manual intervention by genyus Admin and the time necessary to manage it has become a pain point for the Admin.

The benefits of this project are expected to be:

- A streamlined, automated workflow with less manual intervention required by genyus Admin;
- A better designed and "sexier" user interface;
- A secure platform to host Roundtable recordings and notes;
- A more accessible user interface geared towards survivors with accessibility needs; and
- An ability to track payments and certificates sent to Participants and Peer Leaders.

Project Scope

In-scope

The requirements of the system have been fleshed out as User Stories:

Epic ID	Epic	User Story ID	As	I Want To	So That	Size Estimation	MoSCoW Priority	Justification
SWEN900132021GN-2 TO DO	Manage an Account	SWEN900132021GN-9 TO DO	Conner (Research Partner)	Reach out to genyus Roundtable	I can reach their community of users to participate in Roundtables in order to aide my research	Small	Could have	*Size estimation:* A simple "About Us" page should work just fine. *MoSCoW priority:* Since most of the time they are contacted via networking.
		SWEN900132021GN-71 TO DO	Calian (genyus Admin)	Have a central repository for all users of the system	I can administrate the system	Medium	Must have	*Size estimation:* Will likely require integration with an authentication server. MoSCoW priority: Necessary functionality of the system.
		SWEN900132021GN-10 TO DO	Calian (genyus Admin)	Create an account for a Peer Leader, Research Partner or genyus Admin	They can be authenticated on the system	Medium	Must have	*Size estimation:* Will likely only require an extension of current functionality, given Calian (genyus Admin) must have an authentication process. *MoSCoW priority:* Necessary functionality given the sensitive nature of the health data.
		SWEN900132021GN-41 TO DO	Calian (genyus Admin) Conner (Research Partner) William (Peer Leader)	Log into my account	I can access the Roundtable application	Medium	Must have	*Size estimation:* Will require implementing an authentication provider. *MoSCoW priority:* Necessary functionality of the system.
SWEN900132021GN-2 TO DO	Create a Series	SWEN900132021GN-11 TO DO	Calian (genyus Admin)	Create a Series landing page	There is a landing page for	Small	Must have	*Size estimation:* Should only require creation of a new page.

					Participants to view and register for a Roundtable			*MoSCoW priority:* This is the crux of the system and most other user stories will depend on this being implemented.
		SWEN900132021GN-12 TO DO	Calian (genyus Admin)	Upload the Series description and graphics	Participants can view the purpose of the Series prior to registering for a Roundtable	Medium	Must have	*Size estimation:* Likely will require integration with video streaming and image hosting services. *MoSCoW priority:* This is the crux of the system and most other user stories will depend on this being implemented.
		SWEN900132021GN-42 TO DO	Calian (genyus Admin)	Integrate a calendar with a Series	I can choose dates and times of Roundtables	Medium	Must have	*Size estimation:* Will require integration with a calendar service. *MoSCoW priority:* Necessary functionality.
		SWEN900132021GN-13 TO DO	Calian (genyus Admin)	Select dates and times of Roundtables in the Series	Participants can select their preferred time for roundtable meetings	Medium	Must have	*Size estimation:* Will likely require significant work to integrate Calendly API. *MoSCoW priority:* Provides flexibility to genyus Admin.
		SWEN900132021GN-14 TO DO	Calian (genyus Admin)	Create a list of questions for a Series for the Participant to answer prior to registering for a Roundtable	I can determine unsuitability and so that the Peer Leader can become acquainted	Small	Must have	*Size estimation:* Likely requires only amending the Calendly invite. *MoSCoW priority:* This must be answered by participants so the Peer Leader can properly steer Roundtables.
		SWEN900132021GN-15 TO DO	Calian (genyus Admin)	Create a 'consent to be recorded during a Roundtable' that must be ticked by all Participants who wish to register for a Roundtable	All Roundtables can be recorded and findings can be reported back to the Research Partner with consent of all Participants	Small	Must have	*Size estimation:* Likely requires only amending the Calendly invite. *MoSCoW priority:* Necessary functionality otherwise the Research Partner cannot use any findings.
		SWEN900132021GN-16 TO DO	Calian (genyus Admin)	Obtain a shareable URL for a Series	The Research Partners can invite their contacts to register for a Roundtable	Small	Must have	*Size estimation:* Likely only requires creation of unique URLs, which should already be the case with Series /Roundtable IDs. *MoSCoW priority:* The crux of the system is receiving Participant registrations.
	Register for a		Lucy (Partic	Register for a Roundtable by	I can attend a Roundtable	Small	Must have	*Size estimation:* Not too

SWEN900132021GN-2 TO DO	Roundtable	SWEN900132021GN-17 TO DO	ipant)	choosing a date and time on landing page				complicated on its own, checking that a user can participate in a roundtable and then adding the user to the Roundtable. *MoSCoW priority:* Important functionality required for all other Roundtable functionality.
		SWEN900132021GN-18 TO DO	Lucy (Participant)	Provide my mobile phone number upon registration	I can be reminded of upcoming Roundtables via text message reminders	Medium	Must have	*Size estimation:* Will likely require the use of an external service. *MoSCoW priority:* The client has indicated this is an important feature of the system.
		SWEN900132021GN-19 TO DO	Lucy (Participant)	Receive confirmation email when I sign up to a Roundtable	I have access to the link that I will use to attend the Roundtable	Small	Must have	*Size estimation:* Small, assuming that prerequisite user stories are already implemented, this should be as simple as collecting that information into an email and sending it to the participant. *MoSCoW priority:* Important, as this is how users participate in Roundtables that they have signed up for.
		SWEN900132021GN-43 TO DO	Lucy (Participant)	Receive confirmation text when I sign up to a Roundtable	I have access to the link that I will use to attend the Roundtable	Small	Must have	*Size estimation:* Small, assuming that prerequisite user stories are already implemented, this should be as simple as collecting that information into an email and sending it to the participant. *MoSCoW priority:* Important, as this is how users participate in Roundtables that they have signed up for.
		SWEN900132021GN-20 TO DO	Lucy (Participant)	Provide suggestions for more Roundtable times	Express interest in attending a Roundtable if none of the existing times are suitable for me	Small	Should have	*Size estimation:* User would need to input alternative times during which they are available, and an admin would need to review these times and then. *MoSCoW priority:* Not critical to the functionality of the system but would

								significantly improve user experience.
		SWEN900132021GN-21 TO DO	Lucy (Participant)	Fill out the introduction and biography questions prior to registering for a Roundtable	The Peer Leader is more familiar with my background prior to attending a Roundtable	Small	Should have	*Size estimation:* Most of this functionality is already implemented in Calendly, and therefore should require minimal effort on our part. *MoSCoW priority:* Not necessary but seems important functionality for maintaining a positive experience for users participating in Roundtables.
SWEN900132021GN-3 TO DO	Manage an Approaching Roundtable	SWEN900132021GN-22 TO DO	Calian (genyus Admin)	Send a confirmation email upon registration to Participants with a calendar invite and video conference link	Participants are aware their registration is confirmed and can add the event invites to their calendar	Medium	Must have	*Size estimation:* Depending how this is implemented, the workload could change considerably. Use of 3rd party program (like Calendly) would likely reduce workload. *MoSCoW priority:* An important piece of the system as it allows Participants to track registered Roundtables.
		SWEN900132021GN-23 TO DO	Calian (genyus Admin)	Send a confirmation text upon registration to Participants with a calendar invite and video conference link	Participants are aware their registration is confirmed and can add the event invites to their calendar	Medium	Must have	*Size estimation:* Depending how this is implemented, the workload could change considerably. Use of 3rd party program (like Calendly) would likely reduce workload. *MoSCoW priority:* An important piece of the system as it allows Participants to track registered Roundtables.
		SWEN900132021GN-24 TO DO	William (Peer Leader) Calian (genyus Admin)	View all Participants attending a Roundtable, including their biographies	I am familiar with Participants attending a Roundtable and I can properly engage them in discussion	Medium	Must have	*Size estimation:* Likely significant workload, especially if Cal wishes to integrate with Calendly. *MoSCoW priority:* Necessary functionality according to the client.
		SWEN900132021GN-25 TO DO	Calian (genyus Admin)	Send a text reminder leading up to a Roundtable	I am assured Participants will not forget to attend	Small	Must have	*Size estimation:* Likely low workload once registration process is done. *MoSCoW priority:* Necessary functionality according to the client.
			Calian (geny	Send an email reminder leading up to a Roundtable	I am assured Participants will not forget to	Small	Must have	*Size estimation: Likely low workload once*

		SWEN900132021GN-26 TO DO	us Admin)		attend			*registration process is done.* *MoSCoW priority:* Necessary functionality according to the client.
		SWEN900132021GN-27 TO DO	Lucy (Participant) William (Peer Leader)	Receive a text reminder leading up to a Roundtable that I am registered in	I do not forget about an upcoming Roundtable	Small	Should have	*Size estimation:* Small, especially assuming the functionality for sending emails to participants is already in place this would likely be very similar to implement. *MoSCoW priority:* Not critical to the functionality of the application but would improve user experience.
		SWEN900132021GN-28 TO DO	Lucy (Participant) William (Peer Leader)	Receive an email reminder leading up to a Roundtable that I am registered in	I do not forget about an upcoming Roundtable	Small	Should have	*Size estimation:* Small, especially assuming the functionality for sending emails to participants is already in place this would likely be very similar to implement. *MoSCoW priority:* Not critical to the functionality of the application but would improve user experience.
SWEN900132021GN-3 TO DO	Manage a Recent Roundtable	SWEN900132021GN-60 TO DO	Calian (genyus Admin)	Have a central repository to manage Roundtable recordings	I can upload recordings for Roundtables to Series landing pages	Medium	Must have	*Size estimation:* Likely to require significant work to determine correct bucket to use. *MoSCoW priority:* Necessary functionality to upload recordings for Research Partners.
		SWEN900132021GN-59 TO DO	Calian (genyus Admin)	Have a central repository to manage Roundtable transcripts	I can upload transcripts for Roundtables to Series landing pages	Medium	Must have	*Size estimation:* Likely to require significant work to determine correct bucket to use. *MoSCoW priority:* Necessary functionality to upload recordings for Research Partners.
		SWEN900132021GN-29 TO DO	Calian (genyus Admin)	Upload recording to past Series landing pages	I can present these to the Research Partner	Medium	Must have	*Size estimation:* Likely to involve significant amount of work and the use of third-party apps to support video streaming. *MoSCoW priority:* Necessary functionality of the system as the client is paying for this.
		SWEN900132021GN-44 TO DO	Calian (genyus Admin)	Upload transcript to past Series landing pages	I can present these to the Research Partner	Medium	Must have	*Size estimation:* Likely to involve significant amount of work

								and the use of third-party apps to support document upload. *MoSCoW priority:* Necessary functionality of the system as the client is paying for this.
		SWEN900132021GN-30 TO DO	Calian (genyus Admin)	Create a questionnaire for the Roundtable Peer Leader to answer	I can present Roundtable outcomes to the client	Medium	Could have	*Size estimation:* Likely won't require much work to collate questionnaire responses, especially if a third party service is used. *MoSCoW priority:* Currently takes place out of the system but the client would like it folded into system functionality.
		SWEN900132021GN-31 TO DO	William (Peer Leader)	Answer post-Roundtable questions	I can document what happened during the Roundtable	Medium	Should have	*Size estimation:* To implement this, require frontend & backend & database. *MoSCoW priority:* An organised file system is nice, but without it the system can still be functional.
		SWEN900132021GN-45 TO DO	William (Peer Leader)	Send post-Roundtable answers to genyus Admin	I can inform the genyus Admin what occurred during a Roundtable	Small	Could have	*Size estimation:* Likely will not require much effort, especially if a third party app is used. *MoSCoW priority:* Currently takes place out of the system but the client would like it folded into system functionality.
SWEN900132021GN-3 TO DO	Manage a Recent Series	SWEN900132021GN-32 TO DO	Calian (genyus Admin)	Create a landing page for a past Series	I can upload Roundtable recordings and notes	Small	Must have	*Size estimation:* Likely a small workload and can piggyback off Roundtable creation user story above. *MoSCoW priority:* Necessary functionality of the system as the client is paying for this.
		SWEN900132021GN-33 TO DO	Calian (genyus Admin)	Email all Series Participants	I can thank them for attending	Medium	Must have	*Size estimation:* Will likely require significant work to integrate with 3rd party providers to manage emails. *MoSCoW priority:* A key piece of the system, as emphasised by the clients.
		SWEN900132021GN-34 TO DO	Conner (Research Partner)	Access uploads (recordings, transcripts, etc),	I can use the uploads as research	Medium	Must have	*Size estimation:* Will likely require

			Willia m (Peer Leader) Calian (genyus Admin)	from all Roundtables in the Series				significant work to build authentication. *MoSCoW priority:* An integral part of the system.
		SWEN900132021GN-35 TO DO	Calian (genyus Admin)	Reward Participants with a Certificate of Attendance	Participants can use the certificate as evidence of work experience	Small	Should have	*Size estimation:* Likely low workload once email integration is built. *MoSCoW priority:* This feature likely requires the rest of the system functionality to be built before it can begin work.
		SWEN900132021GN-36 TO DO	Lucy (Participant) William (Peer Leader)	Receive payment for completing a Series	I am rewarded for the time and effort that I spent participating in this Roundtable	Small	Could have	*Size estimation:* Could be handled outside of the system or automated. *MoSCoW priority:* Expressed by the clients as a nice to have feature.
		SWEN900132021GN-37 TO DO	Lucy (Participant) William (Peer Leader)	Receive a certificate for completing a Series	I can display it as work experience	Small	Could have	*Size estimation:* Could be handled outside of the system or automated. *MoSCoW priority:* Expressed by the clients as a nice to have feature.
		SWEN900132021GN-38 TO DO	Calian (genyus Admin)	Reward Participants with financial payment	Participants are fairly compensated	Medium	Could have	*Size estimation:* Likely a larger workload given the need to integrate with a financial provider. *MoSCoW priority:* Currently this is manually handled by Calian (genyus Admin) and is a nice to have feature, according to client.
		SWEN900132021GN-39 TO DO	Calian (genyus Admin)	Create a receipt of payment and certificate to Participants	I have an accurate record of which Participants have been paid	Medium	Could have	*Size estimation:* Likely a larger workload given the need to integrate with a financial provider. *MoSCoW priority:* Currently this is manually handled by Calian (genyus Admin) and is a nice to have feature, according to client.
		SWEN900132021GN-46 TO DO	Calian (genyus Admin)	Create a receipt of certificate to Participants	I have an accurate record of which Participants have been given a certificate	Small	Could have	*Size estimation:* Likely minimal workload once the use case for creating a certificate is done.

									MoSCoW priority: Currently this is manually handled by Calian (genyus Admin) and is a nice to have feature, according to client.

Out-of-scope

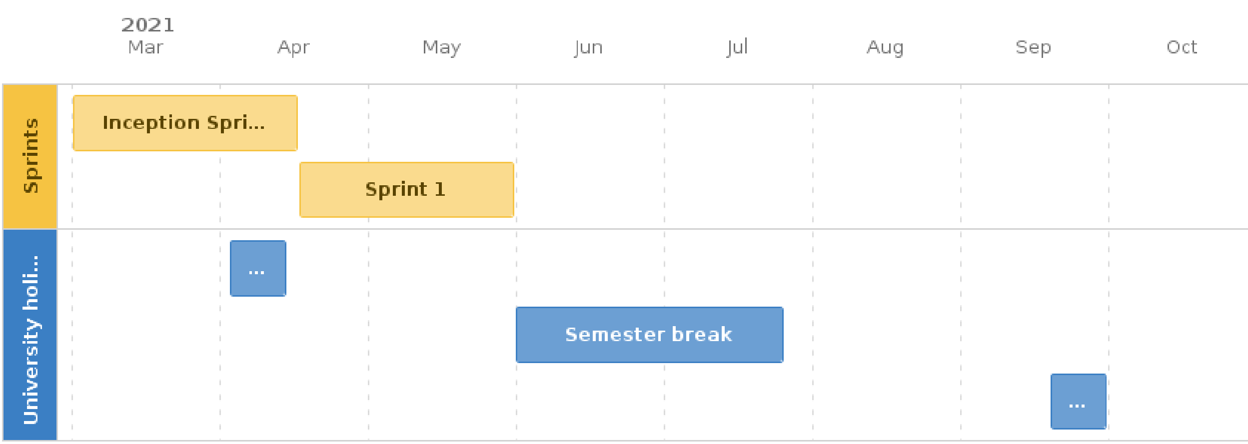
- The Scribe is involved in the genyus Roundtable in that they attend Roundtables and create a transcript of discussions.
  - Based on discussion with the client during 2021-03-19 Client Meeting #3, the team can assume the Scribe is chosen independently of the system and does not interact with it at all.
- The scope has been simplified (in agreement with the client during 2021-03-19 Client Meeting #3) that Participants will only register for a single Roundtable in a Series.

Assumptions

- Users will primarily access the genyus Roundtable through a website; and
- Users will primarily access the system from a desktop PC or mobile phone.

Project Roadmap (WIP)

The roadmap will be finalised once the development team sets sprints for the year.



Glossary of Terms

Users	
genyus Admin	An Administrator and member of the genyus Network. They are responsible for facilitating all the backend process of running Roundtable.

Participant	A person who registers and participates in a Roundtable as a trauma survivor or support person.
Peer Leader	A person with lived experience whose role it is to guide and lead the meeting, such that meetings can stay on track.
Research Partner	An organization that has reached out to genyus Roundtable to host a Series in order to aide their research.
Scribe	A person who attends a Roundtable in order to document discussions.
Events	
Series	A collection of Roundtables, the number of which are defined by the Research Partner and genyus Roundtable.
Roundtable	One single event which Participants register into.

Motivational Goal Model

A Motivational Goal Model is a simple model with the intention to capture the purpose of the system. It should depict the goal of the system in the form of different nodes and how these goals all hierarchically comes together to realize a root goal of the system.

The ideation of the Goal model first starts with listing (brainstorming) the possible goals through the DO/BE/FEEL method. Where a group of people comes together to list the participatory stakeholders (WHO) of the system, the functional requirement of the system (DO), the quality requirements of the system (BE) and finally the desired emotional connections drawn by the system (FEEL).

The list will be hierarchically grouped and structured to become the Motivational Goal Model.

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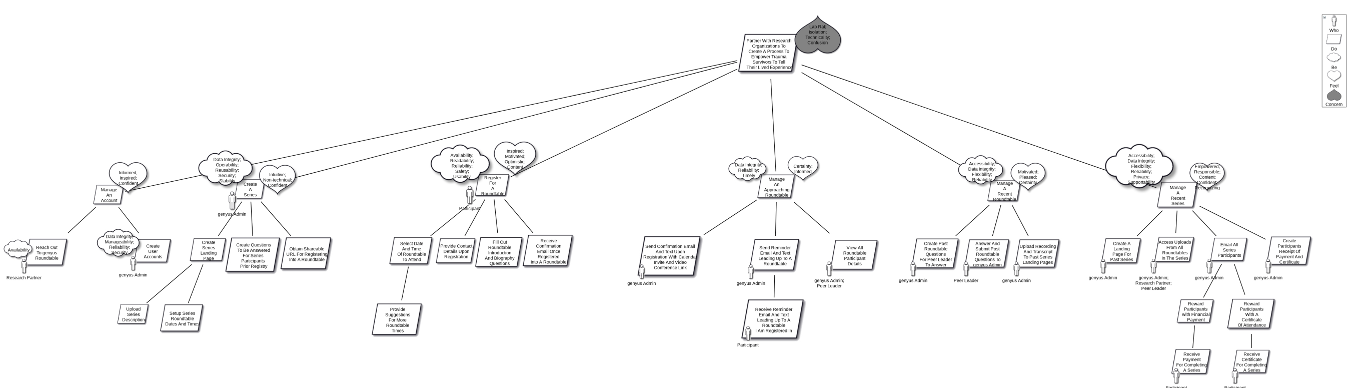
Classifications

Term	Explanation	Symbol
WHO	Participatory agents of the system.	
DO	What the system should do.	
BE	What attributes should the system have.	
FEEL	Positive emotions the system should evoke.	
CONCERN	Things the system should avoid.	

Goal Model



DO / BE / FEEL List

 **WHO**	 **DO**	 **BE**	 **FEEL**	 **CONCERN**
genyus Admin	Manage An Account		Informed Inspired	Lab Rat Isolation
Research				

Partner			Confident	Technicality
Research Partner	Reach Out To genyus Roundtable	Availability		Confused
genyus Admin	Create User Accounts	Data Integrity Manageability Reliability Security		
	Create A Series	Data Integrity Operability Reusability Security Stability	Intuitive Confident Non-technical	
	Create Series Landing Page			
	Upload Series Description			
	Setup Series Roundtables Dates And Times			
	Create Questions For Series Participants To Answer Prior Registry			
	Obtain Shareable URL For Registering Into A Roundtable			
Participant	Register For A Roundtable	Availability Readability Reliability Safety Usability	Inspired Motivated Optimistic Content	
	Select Date And Time Of Roundtable To Attend			
	Provide Contact Details Upon Registration			
	Receive Confirmation Email Once Registered Into A Roundtable			
	Provide Suggestions For More Roundtable times			
	Fill Out Roundtable Introduction And Biography Questions			
genyus Admin	Manage An Approaching Roundtable	Data Integrity Reliability Timely	Informed Certainty	
	Send Confirmation Email And Text Upon Registration To Participants With Calendar Invite And Video Conference Link			
genyus Admin	View All Roundtable Participant Details			
Peer Leader				
genyus Admin	Send Reminder Email And Text Leading Up To A Roundtable			
Participant	Receive Reminder Email And Text Leading Up To A Roundtable I Am Registered In			
Peer Leader				
genyus Admin	Manage A Recent Roundtable	Accessibility Data Integrity Flexibility Reliability	Motivated Certainty Pleased	
	Upload Recording And Transcript To Past Series Landing Pages			
	Create Post Roundtable Questions For Peer Leader To Answer			
Peer Leader	Answer And Submit Post Roundtable Questions To genyus Admin			
genyus Admin	Manage A Recent Series	Accessibility Data Integrity Flexibility Privacy Reliability Supportability	Empowered Responsible Recognizing Content Confident	
	Create A Landing Page For A Past Series			
	Email All Series Participants			
genyus Admin	Access Uploads From All Roundtables In The Series			
Peer Leader				
Research Partner				
genyus Admin	Reward Participants With A Certificate Of Attendance			
Participant	Receive Payment For Completing A Series			
Peer Leader				
Participant	Receive Certificate For Completing A Series			
Peer Leader				
genyus Admin	Reward Participants With Financial Payment			
	Create Participants Receipt Of Payment And Certificate			

References

[1] 2021-03-12 Client Meeting #2

[2] 2021-03-19 Client Meeting #3

[3] Sterling, L., n.d. Motivational Modelling Handout for University of Melbourne students.

[4] genyus network. 2021. Join the genyus Roundtable - genyus network. [online] Available at: <https://genyusnetwork.com/roundtable/> [Accessed 24 March 2021].

Personas

A persona is an archetypal user of the genyus Roundtable - they are fictitious people based on our knowledge of real users of the system.

These personas will be used to bring life to users and allow the development team to think of use of the system the way a user would.

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Justification of Personas

The potential users of genyus Roundtable vary in several different attributes including their accessibility requirements, technical knowledge, and their goals and motivations for using the system. To aid in constructing personas, the user group was divided based on distinct variables of their behaviours and use of the system:

- **Activities**: What the user does - frequency and volume
- **Attitudes**: How the user thinks about the domain and technology
- **Aptitudes**: what education and training the user has - capability to learn
- **Motivations**: Why the user is engaged in the product domain
- **Skills**: User capabilities related to the product domain and technology

Persona	Activities	Attitudes	Aptitude	Motivations	Skills	Behavioural Variables
Conner (Research Partner)	▪ Order a series of Roundtables based on provided questions ▪ View findings of those Roundtables	Platform makes it easy to set up a series and also easy to access all of my findings	Strong background in the medical and health industry	Gaining valuable research data	Experienced medical researcher	Connor's accessibility requirements are minimal; he's used to using complex programs and can navigate with ease. He only uses the platform to view Roundtable results.
Calian (genyus Admin)	▪ Manage the entire Roundtable platform ▪ Pay participants and peer leaders	Platform streamlines a lot of the business processes	Affected by a traumatic experience and high knowledge of the domain	Helping others who faced similar experiences	Experienced in the Roundtable ecosystem	Calian has some accessibility requirements, however as a genyus Admin his focus is on making sure he has the tools available to give his participants and peer leaders the smoothest experience. Calian uses the platform all the time.
Lucy (Participant)	▪ Join and participate in Roundtables	Platform needs to be super easy to use and understand what is happening	Affected by a traumatic experience	Being part of a greater community and sharing their story for research purposes	New to using technology in this way	As a survivor with ongoing visual and physical impact, Lucy has very high accessibility requirements. Lucy only uses the platform for short periods of time very infrequently to sign up for a Roundtable.
William		Platform should	Background in	Helping those	Experienced	

(Peer Leader)	- Review participant's data before Roundtable begins - Lead Roundtables and upload answers	provide him with the information he requires a lot faster than it current is	health industry and/or experienced trauma	who have faced traumatic experiences	talking to people who have suffered negative experiences	William may have some accessibility requirements as he has experienced trauma in the past, however his focus is on ensuring that participants have a smooth and warm experience with the correct features. William leads Roundtables fairly often.

Primary Personas

The Research Partner

Conner Whitworth

AGE	65
EDUCATION	Bachelor in Medicine and Sugery
OCCUPATION	Executive Director
LOCATION	Melbourne
TECH LITERACY	Medium

> I don't have much time to conduct the research myself, but having organisations such as genyus help provide the high quality data I need to elevate my research.

Personality

Logical, Organized, Thinker, Impatient

Platform

Website

The Research Partner

Bio

Conner has decades of experience working in the health service industry and has developed a deep knowledge of chronic diseases and other traumatic health conditions. Currently he is creating a strategic action plan for brain injuries and is looking to further his research by gather primary resources.

Core Needs

- Ability to order a series of Roundtables for a particular research topic with particular Participants
- Particpant answers to the research questions he created
- Detailed report of the findings of my Roundtables
- Access to the recordings of my Roundtables

Frustrations

- I can't view all of my Roundtable reports in one place. I need to work with multiple different links.
- Having to sort through and navigate emails and webpages just to find the data I am looking for

Accessibility Requirements

- A simple informative UI
- Consistent navigation
- Easy access to video, audio and pdf elements

Behavioural Variables

Accessibility-oriented — Feature-oriented

Infrequent usage — Frequent usage

The Genyus Admin

Calian Groves

AGE	30
EDUCATION	Bachelor in Film
OCCUPATION	Genyus Founder
LOCATION	Melbourne, Australia
TECH LITERACY	Medium

> I love the genyus community but I'm completely over doing it all manually; someone automate it!

Personality

Extrovert · Fearless · Empathetic · Driven

Platform

Website

The Genyus Admin

Bio

Calian is a survivor with lived experience. After rebuilding his life after trauma, he's devoted himself to helping others impacted by trauma. He learns quickly and is always happy to give new technology a crack, but he's stretched thin and needs an easier way to scale his work.

Core Needs

- Control over all things genyus Roundtable
- To manage payments to Roundtable Participants
- Calendly integration to minimise learning
- To ensure genyus products appears professional and secure yet welcoming to all users

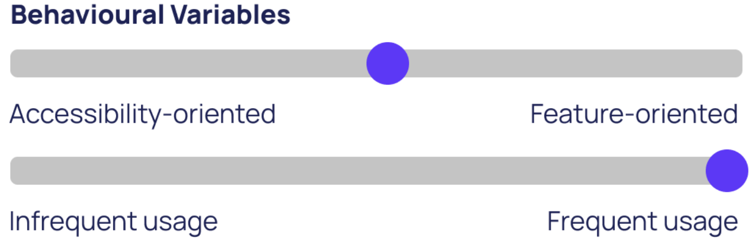
Frustrations

- Doing **everything** manually
- Creating wordpress pages is time-consuming and frustrating
- Wants to onboard more staff, however teaching them how to use the current setup and its different workflows would be difficult
- Payments can be hard to track...and they're really important
- Without proper authentication some users sneak in when they're not supposed to.

Accessibility Requirements

- Doesn't want to have to remember complex task flows
- A simple and clean UI

Behavioural Variables



The Participant

Lucy Wong

AGE	35
EDUCATION	Masters in Education
OCCUPATION	Primary Teacher
LOCATION	Brisbane, Australia
TECH LITERACY	Low

> I love the idea of sharing my experience with others, but computers really aren't my thing. Hopefully I'll manage!

Personality

Introvert · Reader · Calm · Perservering

Platform

Website   Mobile App

The Participant

Bio

Lucy is a primary school teacher who suffered a stroke when she was in her early thirties, and is still impacted. She sometimes experiences muscular/visual impairment, but doesn't let it stop her from getting things done.

Core Needs

- To easily be able to register for Roundtables, and be reminded when they're coming up
- High levels of accessability
- A smooth and stress-free experience from beginning to end

Frustrations

- So many websites and computer programs aren't made with accessability in mind
- Tiny buttons...I hate them!

Accessibility Requirements

- Larger buttons; sometimes I can have problems with accuracy when making small muscle movements (like using a mouse)
- Screen reading; there are periods when my vision isn't great
- Proper element focusing, so I can navigate with a keyboard

Behavioural Variables

Accessibility-oriented — Feature-oriented

Infrequent usage — Frequent usage

The Peer Leader

William Squires

AGE	37
EDUCATION	Masters in Commerce
OCCUPATION	Business Analyst
LOCATION	Sydney
TECH LITERACY	Medium

> “ Currently certain aspects of the system are quite laborious. Automating certain tasks and information transfer would definitely improve my experience as a Peer Leader.

Personality

Extrovert Prudent Orderly

Platform

Website

The Peer Leader

Bio

William has been leading accident support groups for nearly 5 years and has just recently joined the genyus Roundtable program as a Peer Leader. He has always been passionate about helping others, paricularly those who are struggling to recover from accidents and injuries. He also has lived experience.

Core Needs

- To be able to attend and conduct Roundtable meetings
- View all attendees profiles as preperation before each Rountable commences
- Record notes and takeaways after each Roundtable meeting

Frustrations

- He has to wait until a genyus admin delivers the attendees profiles, which often cuts his preperation time
- Currently has to wait to receive the post-Roundtable questionaire from the admin instead of having the option to fill it out immediatelty after the conclusion of the roundtable

Accessibility Requirements

- Straight foward navigation where I can easily find content
- Content appears and operates in predictable ways

Behavioural Variables

Accessibility-oriented — Feature-oriented

Infrequent usage — Frequent usage

References

[1] Figma Persona Document

User Stories

A user story is an informal, general explanation of a software feature written from the perspective of the end user or customer[1].

User Stories have been grouped by Epics reflecting the Motivational Goal Model and subsequently ordered by their MoSCoW priority.

User stories of the genyus Roundtable have been written from the perspective of the Personas in order to personify users of the system and ensure all software features are captured. Acceptance criteria has been added to ensure all user stories meet requirements.

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User Stories Classification

Size Estimation	
Small	User stories that can be completed within one day.
Medium	User stories that can be completed within a few days sprint.
Large	User stories that can be completed within one week.
MoSCoW Priority	
Must have	Non-negotiable product needs that are mandatory for the team.
Should have	Important initiatives that are not vital but add significant value.
Could have	Nice to have initiatives that will have a small impact if left out.
Will not have	Initiatives that are not a priority for this specific time-frame.

User Stories

MoSCoW Priority, Size Estimation		**Count**
Could have	**Medium**	3
	Small	7
	Total	**10**
Must have	**Medium**	21
	Small	10
	Total	**31**
Should have	**Medium**	1
	Small	7
	Total	**8**
Total	**Medium**	25
	Small	24
	Total	**49**

Epic ID	Epic	User Story ID	As	I Want To	So That	Size Estimation	MoSCoW Priority	Justification

SWEN900132021GN-2 TO DO	Manage an Account	SWEN900132021GN-9 TO DO	Conner (Research Partner)	Reach out to genyus Roundtable	I can reach their community of users to participate in Roundtables in order to aide my research	Small	Could have	*Size estimation:* A simple "About Us" page should work just fine. *MoSCoW priority:* Since most of the time they are contacted via networking.
		SWEN900132021GN-71 TO DO	Calian (genyus Admin)	Have a central repository for all users of the system	I can administrate the system	Medium	Must have	*Size estimation:* Will likely require integration with an authentication server. MoSCoW priority: Necessary functionality of the system.
		SWEN900132021GN-10 TO DO	Calian (genyus Admin)	Create an account for a Peer Leader, Research Partner or genyus Admin	They can be authenticated on the system	Medium	Must have	*Size estimation:* Will likely only require an extension of current functionality, given Calian (genyus Admin) must have an authentication process. *MoSCoW priority:* Necessary functionality given the sensitive nature of the health data.
		SWEN900132021GN-41 TO DO	Calian (genyus Admin) Conner (Research Partner) William (Peer Leader)	Log into my account	I can access the Roundtable application	Medium	Must have	*Size estimation:* Will require implementing an authentication provider. *MoSCoW priority:* Necessary functionality of the system.
SWEN900132021GN-2 TO DO	Create a Series	SWEN900132021GN-11 TO DO	Calian (genyus Admin)	Create a Series landing page	There is a landing page for Participants to view and register for a Roundtable	Small	Must have	*Size estimation:* Should only require creation of a new page. *MoSCoW priority:* This is the crux of the system and most other user stories will depend on this being implemented.
		SWEN900132021GN-12 TO DO	Calian (genyus Admin)	Upload the Series description and graphics	Participants can view the purpose of the Series prior to registering for a Roundtable	Medium	Must have	*Size estimation:* Likely will require integration with video streaming and image hosting services. *MoSCoW priority:* This is the crux of the system and most other user stories will depend on this being implemented.
		SWEN900132021GN-42 TO DO	Calian (genyus Admin)	Integrate a calendar with a Series	I can choose dates and times of Roundtables	Medium	Must have	*Size estimation:* Will require

								integration with a calendar service. *MoSCoW priority:* Necessary functionality.
		SWEN900132021GN-13 TO DO	Calian (genyus Admin)	Select dates and times of Roundtables in the Series	Participants can select their preferred time for roundtable meetings	Medium	Must have	*Size estimation:* Will likely require significant work to integrate Calendly API. *MoSCoW priority:* Provides flexibility to genyus Admin.
		SWEN900132021GN-14 TO DO	Calian (genyus Admin)	Create a list of questions for a Series for the Participant to answer prior to registering for a Roundtable	I can determine unsuitability and so that the Peer Leader can become acquainted	Small	Must have	*Size estimation:* Likely requires only amending the Calendly invite. *MoSCoW priority:* This must be answered by participants so the Peer Leader can properly steer Roundtables.
		SWEN900132021GN-15 TO DO	Calian (genyus Admin)	Create a 'consent to be recorded during a Roundtable' that must be ticked by all Participants who wish to register for a Roundtable	All Roundtables can be recorded and findings can be reported back to the Research Partner with consent of all Participants	Small	Must have	*Size estimation:* Likely requires only amending the Calendly invite. *MoSCoW priority:* Necessary functionality otherwise the Research Partner cannot use any findings.
		SWEN900132021GN-16 TO DO	Calian (genyus Admin)	Obtain a shareable URL for a Series	The Research Partners can invite their contacts to register for a Roundtable	Small	Must have	*Size estimation:* Likely only requires creation of unique URLs, which should already be the case with Series /Roundtable IDs. *MoSCoW priority:* The crux of the system is receiving Participant registrations.
SWEN900132021GN-2 TO DO	Register for a Roundtable	SWEN900132021GN-17 TO DO	Lucy (Participant)	Register for a Roundtable by choosing a date and time on landing page	I can attend a Roundtable	Small	Must have	*Size estimation:* Not too complicated on its own, checking that a user can participate in a roundtable and then adding the user to the Roundtable. *MoSCoW priority:* Important functionality required for all other Roundtable functionality.
		SWEN900132021GN-18 TO DO	Lucy (Participant)	Provide my mobile phone number upon registration	I can be reminded of upcoming Roundtables via text message reminders	Medium	Must have	*Size estimation:* Will likely require the use of an external service. *MoSCoW priority:* The client has indicated this is

								an important feature of the system.
		SWEN900132021GN-19 TO DO	Lucy (Participant)	Receive confirmation email when I sign up to a Roundtable	I have access to the link that I will use to attend the Roundtable	Small	Must have	*Size estimation:* Small, assuming that prerequisite user stories are already implemented, this should be as simple as collecting that information into an email and sending it to the participant. *MoSCoW priority:* Important, as this is how users participate in Roundtables that they have signed up for.
		SWEN900132021GN-43 TO DO	Lucy (Participant)	Receive confirmation text when I sign up to a Roundtable	I have access to the link that I will use to attend the Roundtable	Small	Must have	*Size estimation:* Small, assuming that prerequisite user stories are already implemented, this should be as simple as collecting that information into an email and sending it to the participant. *MoSCoW priority:* Important, as this is how users participate in Roundtables that they have signed up for.
		SWEN900132021GN-20 TO DO	Lucy (Participant)	Provide suggestions for more Roundtable times	Express interest in attending a Roundtable if none of the existing times are suitable for me	Small	Should have	*Size estimation:* User would need to input alternative times during which they are available, and an admin would need to review these times and then. *MoSCoW priority:* Not critical to the functionality of the system but would significantly improve user experience.
		SWEN900132021GN-21 TO DO	Lucy (Participant)	Fill out the introduction and biography questions prior to registering for a Roundtable	The Peer Leader is more familiar with my background prior to attending a Roundtable	Small	Should have	*Size estimation:* Most of this functionality is already implemented in Calendly, and therefore should require minimal effort on our part. *MoSCoW priority:* Not necessary but seems important functionality for maintaining a positive experience for users participating in Roundtables.
	Manage an		Caliangeny	Send a confirmation email upon registration	Participants are aware their	Medium	Must have	*Size estimation:* Depending how

SWEN900132021GN-3 TO DO	Approaching Roundtable	SWEN900132021GN-22 TO DO	us Admin)	to Participants with a calendar invite and video conference link	registration is confirmed and can add the event invites to their calendar			this is implemented, the workload could change considerably. Use of 3rd party program (like Calendly) would likely reduce workload. *MoSCoW priority:* An important piece of the system as it allows Participants to track registered Roundtables.
		SWEN900132021GN-23 TO DO	Calian (genyus Admin)	Send a confirmation text upon registration to Participants with a calendar invite and video conference link	Participants are aware their registration is confirmed and can add the event invites to their calendar	Medium	Must have	*Size estimation:* Depending how this is implemented, the workload could change considerably. Use of 3rd party program (like Calendly) would likely reduce workload. *MoSCoW priority:* An important piece of the system as it allows Participants to track registered Roundtables.
		SWEN900132021GN-24 TO DO	William (Peer Leader) Calian (genyus Admin)	View all Participants attending a Roundtable, including their biographies	I am familiar with Participants attending a Roundtable and I can properly engage them in discussion	Medium	Must have	*Size estimation:* Likely significant workload, especially if Cal wishes to integrate with Calendly. *MoSCoW priority:* Necessary functionality according to the client.
		SWEN900132021GN-25 TO DO	Calian (genyus Admin)	Send a text reminder leading up to a Roundtable	I am assured Participants will not forget to attend	Small	Must have	*Size estimation:* Likely low workload once registration process is done. *MoSCoW priority:* Necessary functionality according to the client.
		SWEN900132021GN-26 TO DO	Calian (genyus Admin)	Send an email reminder leading up to a Roundtable	I am assured Participants will not forget to attend	Small	Must have	*Size estimation: Likely low workload once registration process is done.* *MoSCoW priority:* Necessary functionality according to the client.
		SWEN900132021GN-27 TO DO	Lucy (Participant) William (Peer Leader)	Receive a text reminder leading up to a Roundtable that I am registered in	I do not forget about an upcoming Roundtable	Small	Should have	*Size estimation:* Small, especially assuming the functionality for sending emails to participants is already in place this would likely be very similar to implement. *MoSCoW priority:* Not critical to the functionality of the application but would improve user experience.

		SWEN900132021GN-28 TO DO	Lucy (Participant) William (Peer Leader)	Receive an email reminder leading up to a Roundtable that I am registered in	I do not forget about an upcoming Roundtable	Small	Should have	*Size estimation:* Small, especially assuming the functionality for sending emails to participants is already in place this would likely be very similar to implement. *MoSCoW priority:* Not critical to the functionality of the application but would improve user experience.
SWEN900132021GN-3 TO DO	Manage a Recent Roundtable	SWEN900132021GN-60 TO DO	Calian (genyus Admin)	Have a central repository to manage Roundtable recordings	I can upload recordings for Roundtables to Series landing pages	Medium	Must have	*Size estimation:* Likely to require significant work to determine correct bucket to use. *MoSCoW priority:* Necessary functionality to upload recordings for Research Partners.
		SWEN900132021GN-59 TO DO	Calian (genyus Admin)	Have a central repository to manage Roundtable transcripts	I can upload transcripts for Roundtables to Series landing pages	Medium	Must have	*Size estimation:* Likely to require significant work to determine correct bucket to use. *MoSCoW priority:* Necessary functionality to upload recordings for Research Partners.
		SWEN900132021GN-29 TO DO	Calian (genyus Admin)	Upload recording to past Series landing pages	I can present these to the Research Partner	Medium	Must have	*Size estimation:* Likely to involve significant amount of work and the use of third-party apps to support video streaming. *MoSCoW priority:* Necessary functionality of the system as the client is paying for this.
		SWEN900132021GN-44 TO DO	Calian (genyus Admin)	Upload transcript to past Series landing pages	I can present these to the Research Partner	Medium	Must have	*Size estimation:* Likely to involve significant amount of work and the use of third-party apps to support document upload. *MoSCoW priority:* Necessary functionality of the system as the client is paying for this.
		SWEN900132021GN-30 TO DO	Calian (genyus Admin)	Create a questionnaire for the Roundtable Peer Leader to answer	I can present Roundtable outcomes to the client	Medium	Could have	*Size estimation:* Likely won't require much work to collate questionnaire responses, especially if a third party service is used. *MoSCoW priority:* Currently takes place out of the system but the client would like

								it folded into system functionality.
		SWEN900132021GN-31 TO DO	William (Peer Leader)	Answer post-Roundtable questions	I can document what happened during the Roundtable	Medium	Should have	*Size estimation:* To implement this, require frontend & backend & database. *MoSCoW priority:* An organised file system is nice, but without it the system can still be functional.
		SWEN900132021GN-45 TO DO	William (Peer Leader)	Send post-Roundtable answers to genyus Admin	I can inform the genyus Admin what occurred during a Roundtable	Small	Could have	*Size estimation:* Likely will not require much effort, especially if a third party app is used. *MoSCoW priority:* Currently takes place out of the system but the client would like it folded into system functionality.
SWEN900132021GN-3 TO DO	Manage a Recent Series	SWEN900132021GN-32 TO DO	Calian (genyus Admin)	Create a landing page for a past Series	I can upload Roundtable recordings and notes	Small	Must have	*Size estimation:* Likely a small workload and can piggyback off Roundtable creation user story above. *MoSCoW priority:* Necessary functionality of the system as the client is paying for this.
		SWEN900132021GN-33 TO DO	Calian (genyus Admin)	Email all Series Participants	I can thank them for attending	Medium	Must have	*Size estimation:* Will likely require significant work to integrate with 3rd party providers to manage emails. *MoSCoW priority:* A key piece of the system, as emphasised by the clients.
		SWEN900132021GN-34 TO DO	Conner (Research Partner) William (Peer Leader) Calian (genyus Admin)	Access uploads (recordings, transcripts, etc), from all Roundtables in the Series	I can use the uploads as research	Medium	Must have	*Size estimation:* Will likely require significant work to build authentication. *MoSCoW priority:* An integral part of the system.
		SWEN900132021GN-35 TO DO	Calian (genyus Admin)	Reward Participants with a Certificate of Attendance	Participants can use the certificate as evidence of work experience	Small	Should have	*Size estimation:* Likely low workload once email integration is built. *MoSCoW priority:* This feature likely requires the rest of the system functionality to be built before it can begin work.
				Receive payment for	I am rewarded for	Small	Could have	

		SWEN900132021GN-36 TO DO	Lucy (Participant) William (Peer Leader)	completing a Series	the time and effort that I spent participating in this Roundtable			*Size estimation:* Could be handled outside of the system or automated. *MoSCoW priority:* Expressed by the clients as a nice to have feature.
		SWEN900132021GN-37 TO DO	Lucy (Participant) William (Peer Leader)	Receive a certificate for completing a Series	I can display it as work experience	Small	Could have	*Size estimation:* Could be handled outside of the system or automated. *MoSCoW priority:* Expressed by the clients as a nice to have feature.
		SWEN900132021GN-38 TO DO	Calian (genyus Admin)	Reward Participants with financial payment	Participants are fairly compensated	Medium	Could have	*Size estimation:* Likely a larger workload given the need to integrate with a financial provider. *MoSCoW priority:* Currently this is manually handled by Calian (genyus Admin) and is a nice to have feature, according to client.
		SWEN900132021GN-39 TO DO	Calian (genyus Admin)	Create a receipt of payment and certificate to Participants	I have an accurate record of which Participants have been paid	Medium	Could have	*Size estimation:* Likely a larger workload given the need to integrate with a financial provider. *MoSCoW priority:* Currently this is manually handled by Calian (genyus Admin) and is a nice to have feature, according to client.
		SWEN900132021GN-46 TO DO	Calian (genyus Admin)	Create a receipt of certificate to Participants	I have an accurate record of which Participants have been given a certificate	Small	Could have	*Size estimation:* Likely minimal workload once the use case for creating a certificate is done. *MoSCoW priority:* Currently this is manually handled by Calian (genyus Admin) and is a nice to have feature, according to client.

References

[1] https://www.atlassian.com/agile/project-management/user-stories

Acceptance Criteria

Acceptance criteria are the conditions that a software product must meet to be accepted by a user, a customer, or other system. They are unique for each user story and define the feature behavior from the end-user's perspective.[1]

Please see Acceptance Testing for functional test results.

Assumptions:

1. Admins, Research Partners, and Peer Leaders all have valid login credentials;
2. Research Partners are associated to a Series; and
3. Participants and Peer Leaders have attended one or many Roundtables.

Epic ID	Epic	User Story ID	As	I Want To	So That	Size Estimation	MoSCoW Priority	Justification
SWEN900132021GN-2 TO DO	Manage an Account	SWEN900132021GN-9 TO DO	Conner (Research Partner)	Reach out to genyus Roundtable	I can reach their community of users to participate in Roundtables in order to aide my research	Small	Could have	*Size estimation:* A simple "About Us" page should work just fine. *MoSCoW priority:* Since most of the time they are contacted via networking.
		SWEN900132021GN-71 TO DO	Calian (genyus Admin)	Have a central repository for all users of the system	I can administrate the system	Medium	Must have	*Size estimation:* Will likely require integration with an authentication server. MoSCoW priority: Necessary functionality of the system.
		SWEN900132021GN-10 TO DO	Calian (genyus Admin)	Create an account for a Peer Leader, Research Partner or genyus Admin	They can be authenticated on the system	Medium	Must have	*Size estimation:* Will likely only require an extension of current functionality, given Calian (genyus Admin) must have an authentication process. *MoSCoW priority:* Necessary functionality given the sensitive nature of the health data.
		SWEN900132021GN-41 TO DO	Calian (genyus Admin) Conner (Research Partner) William (Peer Leader)	Log into my account	I can access the Roundtable application	Medium	Must have	*Size estimation:* Will require implementing an authentication provider. *MoSCoW priority:* Necessary functionality of the system.
SWEN900132021GN-2 TO DO	Create a Series	SWEN900132021GN-11 TO DO	Calian (genyus Admin)	Create a Series landing page	There is a landing page for Participants to view and register for a Roundtable	Small	Must have	*Size estimation:* Should only require creation of a new page. *MoSCoW priority:* This is the crux of the system and most other user

								stories will depend on this being implemented.
		SWEN900132021GN-12 TO DO	Calian (genyus Admin)	Upload the Series description and graphics	Participants can view the purpose of the Series prior to registering for a Roundtable	Medium	Must have	*Size estimation:* Likely will require integration with video streaming and image hosting services. *MoSCoW priority:* This is the crux of the system and most other user stories will depend on this being implemented.
		SWEN900132021GN-42 TO DO	Calian (genyus Admin)	Integrate a calendar with a Series	I can choose dates and times of Roundtables	Medium	Must have	*Size estimation:* Will require integration with a calendar service. *MoSCoW priority:* Necessary functionality.
		SWEN900132021GN-13 TO DO	Calian (genyus Admin)	Select dates and times of Roundtables in the Series	Participants can select their preferred time for roundtable meetings	Medium	Must have	*Size estimation:* Will likely require significant work to integrate Calendly API. *MoSCoW priority:* Provides flexibility to genyus Admin.
		SWEN900132021GN-14 TO DO	Calian (genyus Admin)	Create a list of questions for a Series for the Participant to answer prior to registering for a Roundtable	I can determine unsuitability and so that the Peer Leader can become acquainted	Small	Must have	*Size estimation:* Likely requires only amending the Calendly invite. *MoSCoW priority:* This must be answered by participants so the Peer Leader can properly steer Roundtables.
		SWEN900132021GN-15 TO DO	Calian (genyus Admin)	Create a 'consent to be recorded during a Roundtable' that must be ticked by all Participants who wish to register for a Roundtable	All Roundtables can be recorded and findings can be reported back to the Research Partner with consent of all Participants	Small	Must have	*Size estimation:* Likely requires only amending the Calendly invite. *MoSCoW priority:* Necessary functionality otherwise the Research Partner cannot use any findings.
		SWEN900132021GN-16 TO DO	Calian (genyus Admin)	Obtain a shareable URL for a Series	The Research Partners can invite their contacts to register for a Roundtable	Small	Must have	*Size estimation:* Likely only requires creation of unique URLs, which should already be the case with Series /Roundtable IDs. *MoSCoW priority:* The crux of the system is receiving Participant registrations.
SWEN900132021GN-2 TO DO	Register for a Roundtable	SWEN900132021GN-17 TO DO	Lucy (Participant)	Register for a Roundtable by choosing a date and time on landing page	I can attend a Roundtable	Small	Must have	*Size estimation:* Not too complicated on its own, checking that a user can participate in a roundtable and

						then adding the user to the Roundtable. *MoSCoW priority:* Important functionality required for all other Roundtable functionality.
SWEN900132021GN-18 TO DO	Lucy (Participant)	Provide my mobile phone number upon registration	I can be reminded of upcoming Roundtables via text message reminders	Medium	Must have	*Size estimation:* Will likely require the use of an external service. *MoSCoW priority:* The client has indicated this is an important feature of the system.
SWEN900132021GN-19 TO DO	Lucy (Participant)	Receive confirmation email when I sign up to a Roundtable	I have access to the link that I will use to attend the Roundtable	Small	Must have	*Size estimation:* Small, assuming that prerequisite user stories are already implemented, this should be as simple as collecting that information into an email and sending it to the participant. *MoSCoW priority:* Important, as this is how users participate in Roundtables that they have signed up for.
SWEN900132021GN-43 TO DO	Lucy (Participant)	Receive confirmation text when I sign up to a Roundtable	I have access to the link that I will use to attend the Roundtable	Small	Must have	*Size estimation:* Small, assuming that prerequisite user stories are already implemented, this should be as simple as collecting that information into an email and sending it to the participant. *MoSCoW priority:* Important, as this is how users participate in Roundtables that they have signed up for.
SWEN900132021GN-20 TO DO	Lucy (Participant)	Provide suggestions for more Roundtable times	Express interest in attending a Roundtable if none of the existing times are suitable for me	Small	Should have	*Size estimation:* User would need to input alternative times during which they are available, and an admin would need to review these times and then. *MoSCoW priority:* Not critical to the functionality of the system but would significantly improve user experience.
SWEN900132021GN-21 TO DO	Lucy (Participant)	Fill out the introduction and	The Peer Leader is more familiar with	Small	Should have	*Size estimation:* Most of this functionality is already

				biography questions prior to registering for a Roundtable	my background prior to attending a Roundtable			implemented in Calendly, and therefore should require minimal effort on our part. *MoSCoW priority:* Not necessary but seems important functionality for maintaining a positive experience for users participating in Roundtables.
SWEN900132021GN-3 TO DO	Manage an Approaching Roundtable	SWEN900132021GN-22 TO DO	Calian (genyus Admin)	Send a confirmation email upon registration to Participants with a calendar invite and video conference link	Participants are aware their registration is confirmed and can add the event invites to their calendar	Medium	Must have	*Size estimation:* Depending how this is implemented, the workload could change considerably. Use of 3rd party program (like Calendly) would likely reduce workload. *MoSCoW priority:* An important piece of the system as it allows Participants to track registered Roundtables.
		SWEN900132021GN-23 TO DO	Calian (genyus Admin)	Send a confirmation text upon registration to Participants with a calendar invite and video conference link	Participants are aware their registration is confirmed and can add the event invites to their calendar	Medium	Must have	*Size estimation:* Depending how this is implemented, the workload could change considerably. Use of 3rd party program (like Calendly) would likely reduce workload. *MoSCoW priority:* An important piece of the system as it allows Participants to track registered Roundtables.
		SWEN900132021GN-24 TO DO	William (Peer Leader) Calian (genyus Admin)	View all Participants attending a Roundtable, including their biographies	I am familiar with Participants attending a Roundtable and I can properly engage them in discussion	Medium	Must have	*Size estimation:* Likely significant workload, especially if Cal wishes to integrate with Calendly. *MoSCoW priority:* Necessary functionality according to the client.
		SWEN900132021GN-25 TO DO	Calian (genyus Admin)	Send a text reminder leading up to a Roundtable	I am assured Participants will not forget to attend	Small	Must have	*Size estimation:* Likely low workload once registration process is done. *MoSCoW priority:* Necessary functionality according to the client.
		SWEN900132021GN-26 TO DO	Calian (genyus Admin)	Send an email reminder leading up to a Roundtable	I am assured Participants will not forget to attend	Small	Must have	*Size estimation: Likely low workload once registration process is done.* *MoSCoW priority:* Necessa

								ry functionality according to the client.
		SWEN900132021GN-27 TO DO	Lucy (Participant) William (Peer Leader)	Receive a text reminder leading up to a Roundtable that I am registered in	I do not forget about an upcoming Roundtable	Small	Should have	*Size estimation:* Small, especially assuming the functionality for sending emails to participants is already in place this would likely be very similar to implement. *MoSCoW priority:* Not critical to the functionality of the application but would improve user experience.
		SWEN900132021GN-28 TO DO	Lucy (Participant) William (Peer Leader)	Receive an email reminder leading up to a Roundtable that I am registered in	I do not forget about an upcoming Roundtable	Small	Should have	*Size estimation:* Small, especially assuming the functionality for sending emails to participants is already in place this would likely be very similar to implement. *MoSCoW priority:* Not critical to the functionality of the application but would improve user experience.
SWEN900132021GN-3 TO DO	Manage a Recent Roundtable	SWEN900132021GN-60 TO DO	Calian (genyus Admin)	Have a central repository to manage Roundtable recordings	I can upload recordings for Roundtables to Series landing pages	Medium	Must have	*Size estimation:* Likely to require significant work to determine correct bucket to use. *MoSCoW priority:* Necessary functionality to upload recordings for Research Partners.
		SWEN900132021GN-59 TO DO	Calian (genyus Admin)	Have a central repository to manage Roundtable transcripts	I can upload transcripts for Roundtables to Series landing pages	Medium	Must have	*Size estimation:* Likely to require significant work to determine correct bucket to use. *MoSCoW priority:* Necessary functionality to upload recordings for Research Partners.
		SWEN900132021GN-29 TO DO	Calian (genyus Admin)	Upload recording to past Series landing pages	I can present these to the Research Partner	Medium	Must have	*Size estimation:* Likely to involve significant amount of work and the use of third-party apps to support video streaming. *MoSCoW priority:* Necessary functionality of the system as the client is paying for this.
		SWEN900132021GN-44 TO DO	Calian (genyus Admin)	Upload transcript to past Series landing pages	I can present these to the Research Partner	Medium	Must have	*Size estimation:* Likely to involve significant amount of work and the use of third-party apps to support document upload.

								MoSCoW priority: Necessary functionality of the system as the client is paying for this.
		SWEN900132021GN-30 TO DO	Calian (genyus Admin)	Create a questionnaire for the Roundtable Peer Leader to answer	I can present Roundtable outcomes to the client	Medium	Could have	*Size estimation:* Likely won't require much work to collate questionnaire responses, especially if a third party service is used. *MoSCoW priority:* Currently takes place out of the system but the client would like it folded into system functionality.
		SWEN900132021GN-31 TO DO	William (Peer Leader)	Answer post-Roundtable questions	I can document what happened during the Roundtable	Medium	Should have	*Size estimation:* To implement this, require frontend & backend & database. *MoSCoW priority:* An organised file system is nice, but without it the system can still be functional.
		SWEN900132021GN-45 TO DO	William (Peer Leader)	Send post-Roundtable answers to genyus Admin	I can inform the genyus Admin what occurred during a Roundtable	Small	Could have	*Size estimation:* Likely will not require much effort, especially if a third party app is used. *MoSCoW priority:* Currently takes place out of the system but the client would like it folded into system functionality.
SWEN900132021GN-3 TO DO	Manage a Recent Series	SWEN900132021GN-32 TO DO	Calian (genyus Admin)	Create a landing page for a past Series	I can upload Roundtable recordings and notes	Small	Must have	*Size estimation:* Likely a small workload and can piggyback off Roundtable creation user story above. *MoSCoW priority:* Necessary functionality of the system as the client is paying for this.
		SWEN900132021GN-33 TO DO	Calian (genyus Admin)	Email all Series Participants	I can thank them for attending	Medium	Must have	*Size estimation:* Will likely require significant work to integrate with 3rd party providers to manage emails. *MoSCoW priority:* A key piece of the system, as emphasised by the clients.
		SWEN900132021GN-34 TO DO	Conner (Research Partner) William (Pe	Access uploads (recordings, transcripts, etc), from all Roundtables in the Series	I can use the uploads as research	Medium	Must have	*Size estimation:* Will likely require significant work to build authentication.

			er Leader) Calian (genyus Admin)					*MoSCoW priority:* An integral part of the system.
		SWEN900132021GN-35 TO DO	Calian (genyus Admin)	Reward Participants with a Certificate of Attendance	Participants can use the certificate as evidence of work experience	Small	Should have	*Size estimation:* Likely low workload once email integration is built. *MoSCoW priority:* This feature likely requires the rest of the system functionality to be built before it can begin work.
		SWEN900132021GN-36 TO DO	Lucy (Participant) William (Peer Leader)	Receive payment for completing a Series	I am rewarded for the time and effort that I spent participating in this Roundtable	Small	Could have	*Size estimation:* Could be handled outside of the system or automated. *MoSCoW priority:* Expressed by the clients as a nice to have feature.
		SWEN900132021GN-37 TO DO	Lucy (Participant) William (Peer Leader)	Receive a certificate for completing a Series	I can display it as work experience	Small	Could have	*Size estimation:* Could be handled outside of the system or automated. *MoSCoW priority:* Expressed by the clients as a nice to have feature.
		SWEN900132021GN-38 TO DO	Calian (genyus Admin)	Reward Participants with financial payment	Participants are fairly compensated	Medium	Could have	*Size estimation:* Likely a larger workload given the need to integrate with a financial provider. *MoSCoW priority:* Currently this is manually handled by Calian (genyus Admin) and is a nice to have feature, according to client.
		SWEN900132021GN-39 TO DO	Calian (genyus Admin)	Create a receipt of payment and certificate to Participants	I have an accurate record of which Participants have been paid	Medium	Could have	*Size estimation:* Likely a larger workload given the need to integrate with a financial provider. *MoSCoW priority:* Currently this is manually handled by Calian (genyus Admin) and is a nice to have feature, according to client.
		SWEN900132021GN-46 TO DO	Calian (genyus Admin)	Create a receipt of certificate to Participants	I have an accurate record of which Participants have been given a certificate	Small	Could have	*Size estimation:* Likely minimal workload once the use case for creating a certificate is done. *MoSCoW priority:* Currently this is manually

								handled by Calian (genyus Admin) and is a nice to have feature, according to client.

References

[1] https://www.altexsoft.com/blog/business/acceptance-criteria-purposes-formats-and-best-practices/

Design Concept

A design concept is the core ideas driving the design of the genyus Roundtable, communicated via the choice and justification of fonts, colours, technology stack, etc. The design concept conceptualises the goal of the product and becomes the foundation upon which the product is built.

Mood Board

This page documents design choices, including use of logos, colours, and accessibility aids, made by the team during development.

Table of Contents

Logos

Logos	Type	Use
gen yus Roundtable	Roundtable	
genyus Roundtable	Inline	
genyus Roundtable	Stacked	

Colour

During 2021-03-12 Client Meeting #2, Cal confirmed he would like to continue using the current branding colours of genyus Roundtable:

Colour	R	G	B
	2	136	179

	253	209	100

Font

Sample	Font
genyus Roundtable	Work Sans To download (under a free license), click here.

Syntax

In line with branding for the client, genyus Roundtable should be written as such (lowercase g, uppercase R).

The following words should be treated as proper nouns and be capitalised:

- Participant(s), Research Partner(s), Peer Leader(s), and Admin(s); and
- Series (plural: Series') and Roundtable(s)

Accessibility Guidelines

✅ Follow this exhaustive list of requirements: https://www.w3.org/WAI/WCAG21/quickref/?versions=2.0

⛔ Do not use HTML deprecated tags: https://www.tutorialspoint.com/html/html_deprecated_tags.htm

⛔ Do not embed text into images (e.g., like the meme images sometimes do) because screen readers cannot read the text.

> ✅ Instead, use alt attributes, but better still put the image in the background using CSS and place normal, selectable text on top, or add an image to the page and use position: absolute with the text to place it on top of the image.

✅ Follow the Accessible Rich Internet Applications suite of web standards: https://www.w3.org/WAI/standards-guidelines/aria/

✅ Follow this guide: https://www.accessiblemetrics.com/blog/how-to-use-aria-for-web-accessibility/

⛔ With forms, do not use autofocus.

⛔ Do not use tabindex for navigation.

> ✅ Instead, place the navigation/form elements in order and use CSS to place them in different positions.

References

[1] SWEN90013_ Alison's lecture.eml

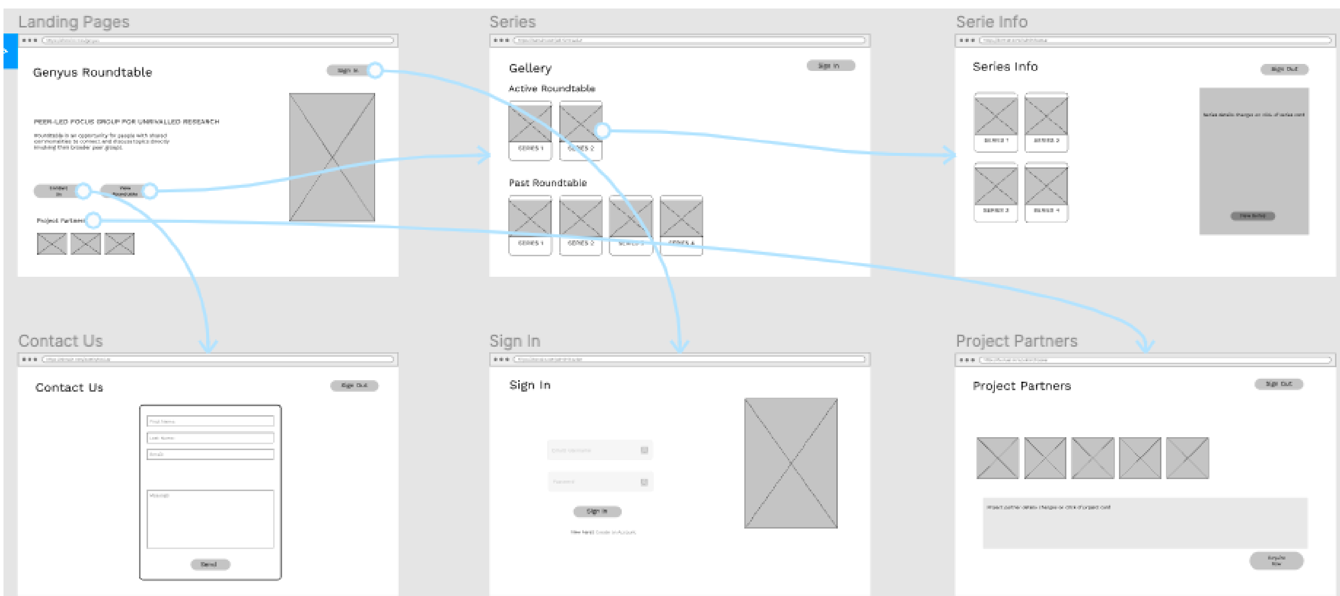
Wireframes

Version	Description
1.0	design wireframe diagram based on the understanding of the project scope of Genyus Roundtable

Reference

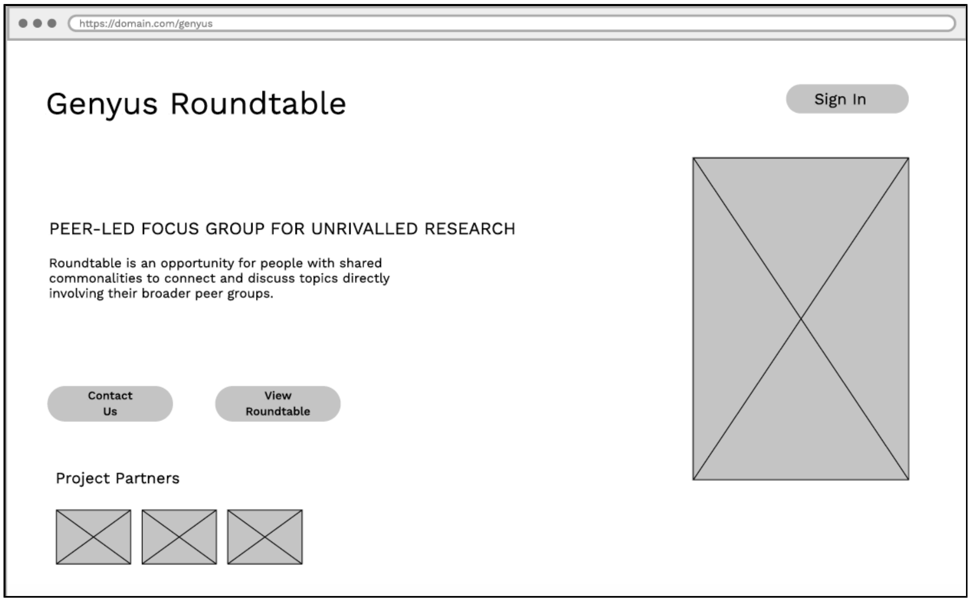
https://www.figma.com/file/RXH3qmDo2VWAyvZP7Juj7m/Wireframes?node-id=380%3A3715

Landing Pages Overview (laptop view)



Landing Pages Breakdown (laptop view)

Frame	Ex
	Ger Rou Hor lan



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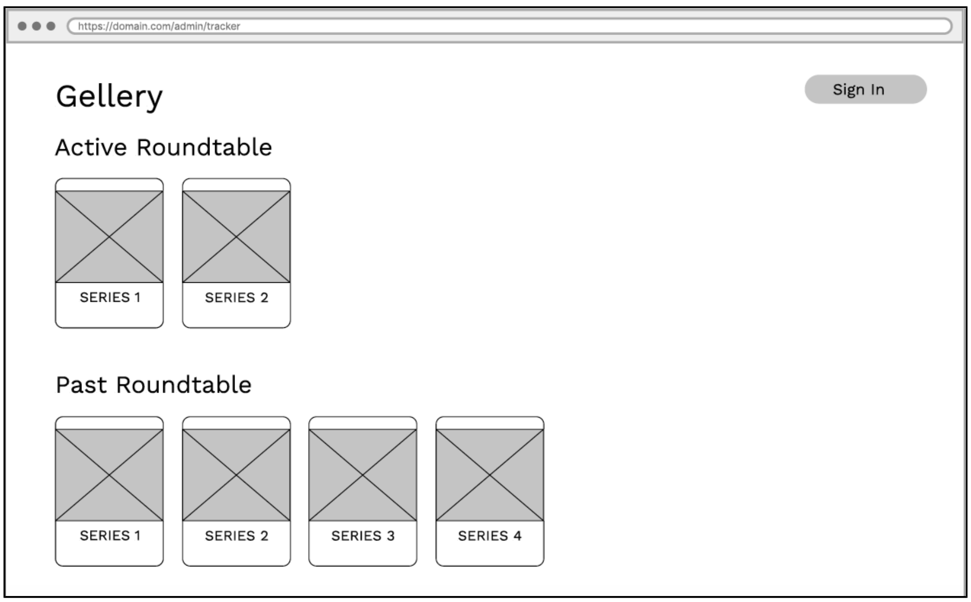

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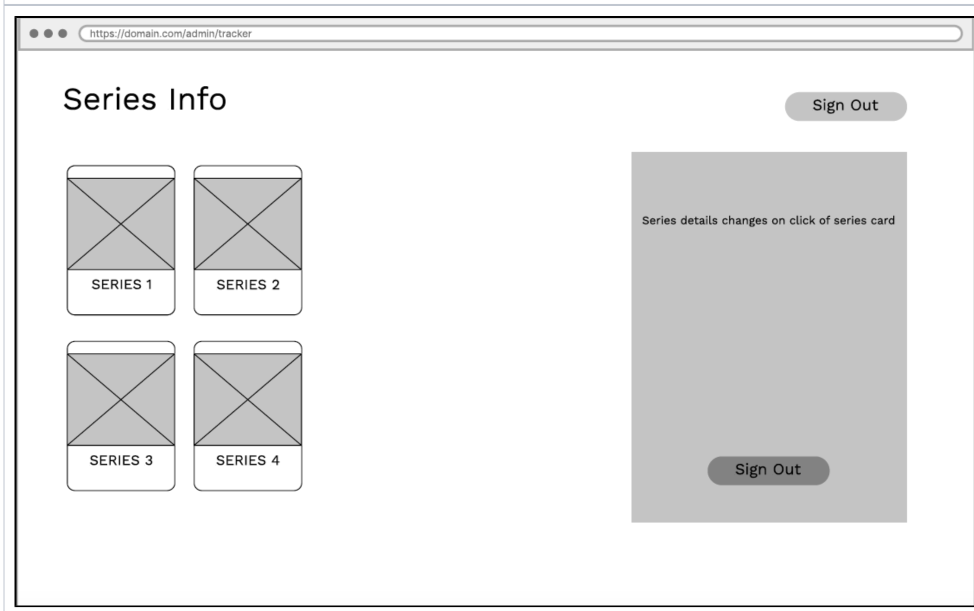
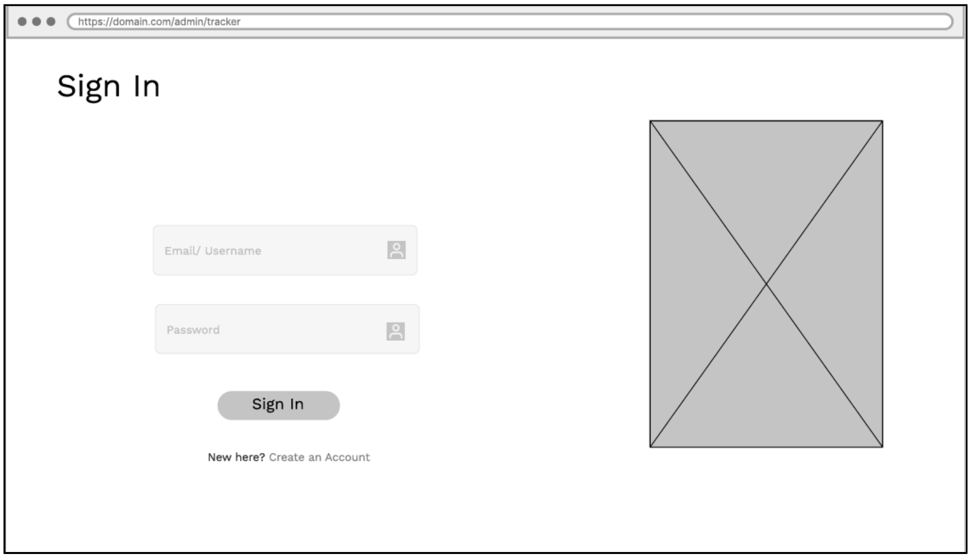
Info





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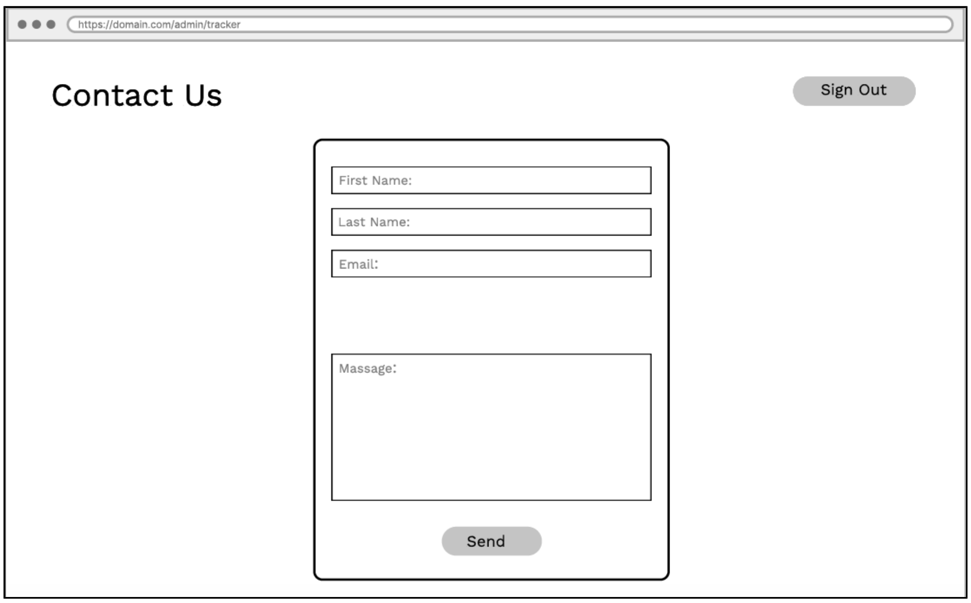

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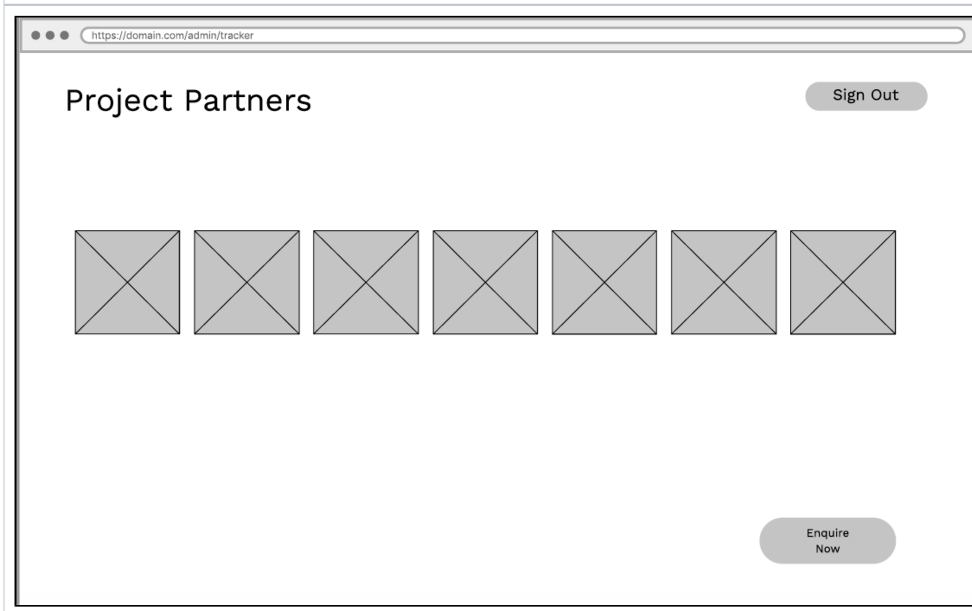

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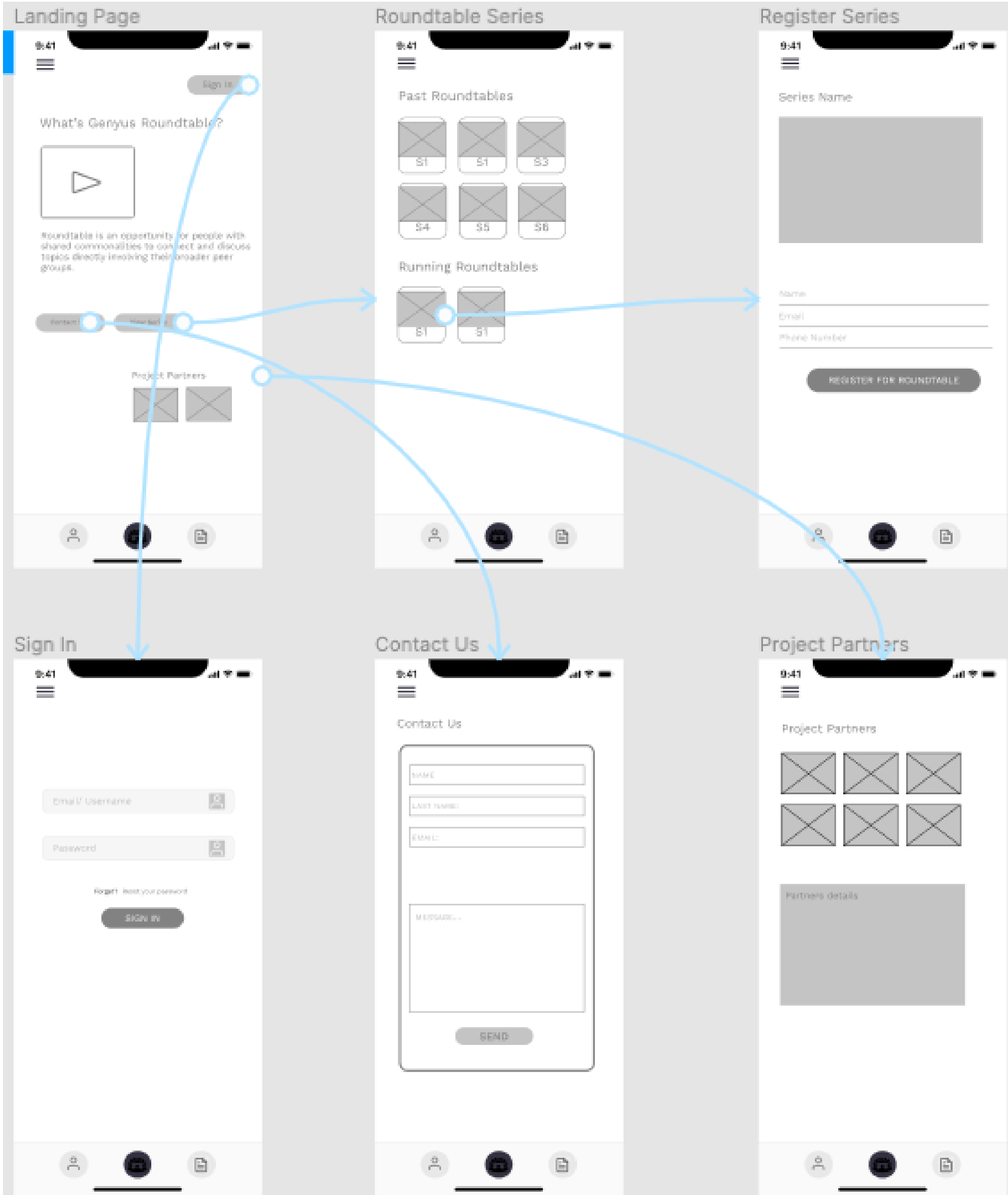
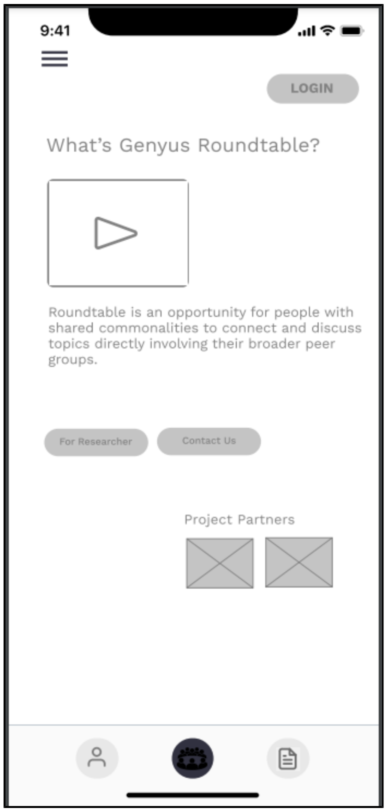
Landing Pages Overview (mobile view)



Landing Pages Breakdown (mobile view)

Frame	Explanation	Frame	Explanation
	Genyus Roundtable Home landing page		**Sign In**

<table>
<tr>
<td>
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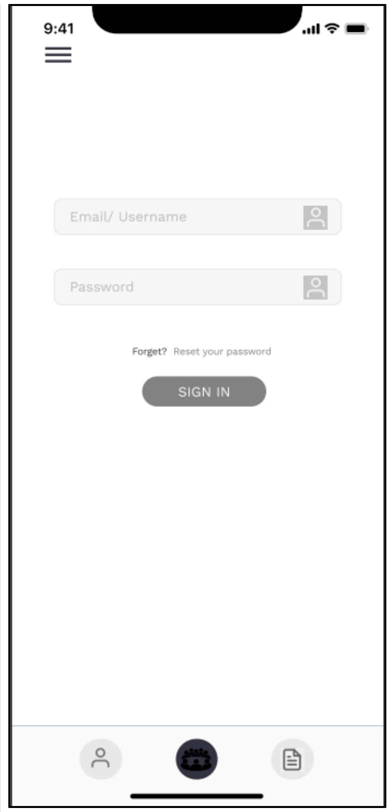
<td>
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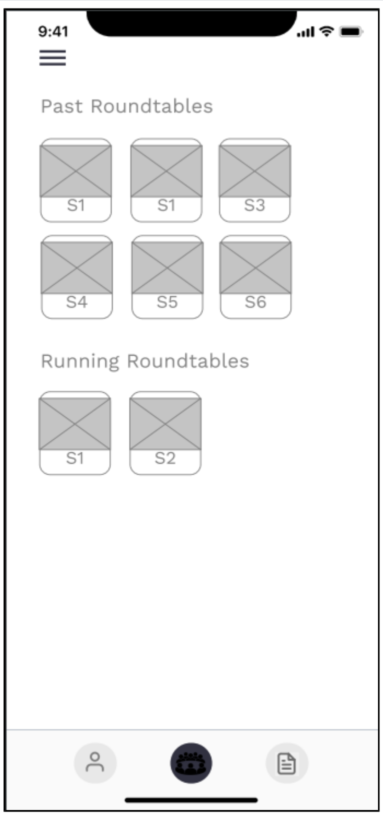
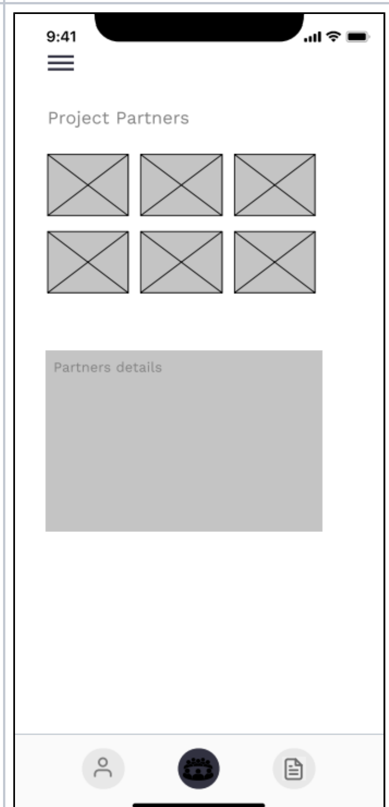
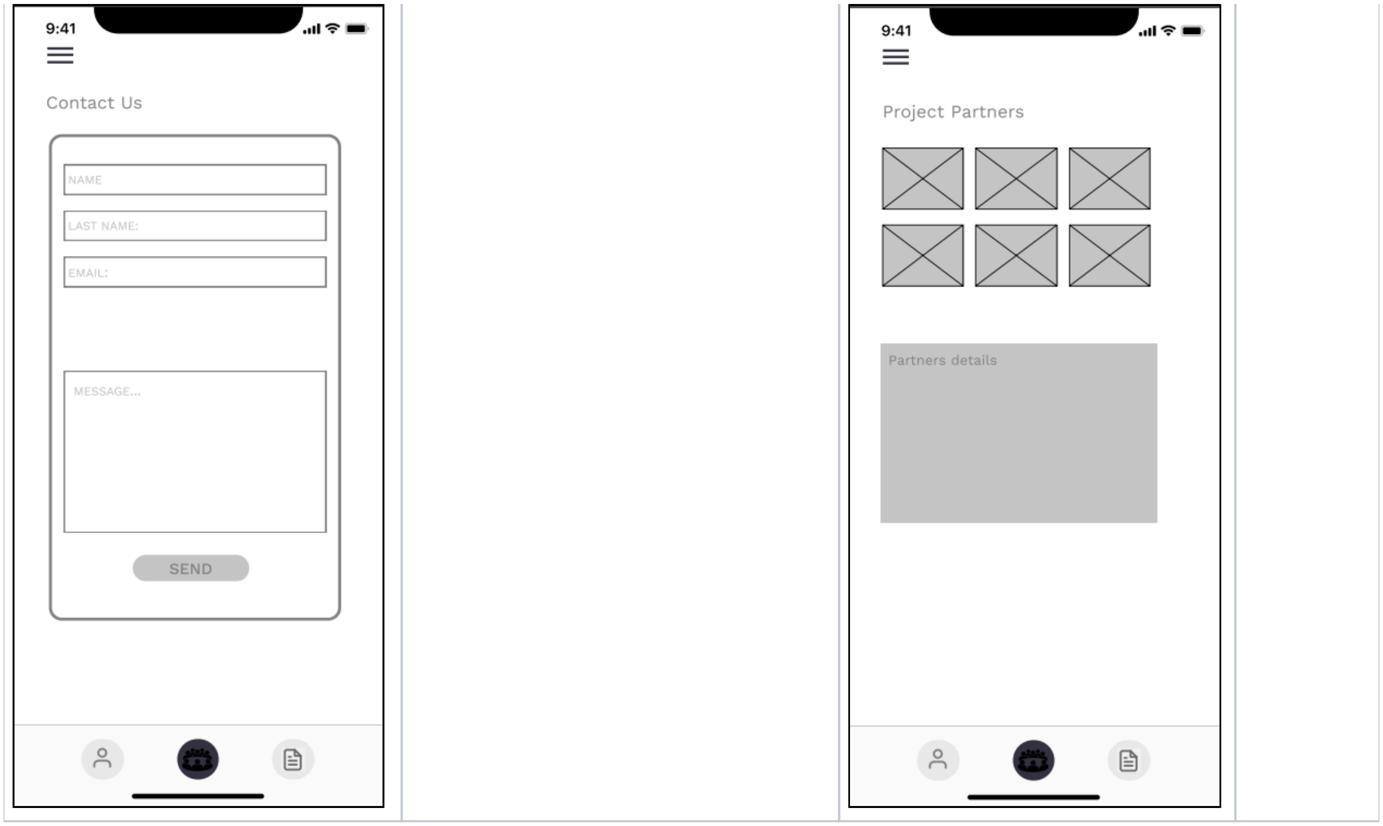
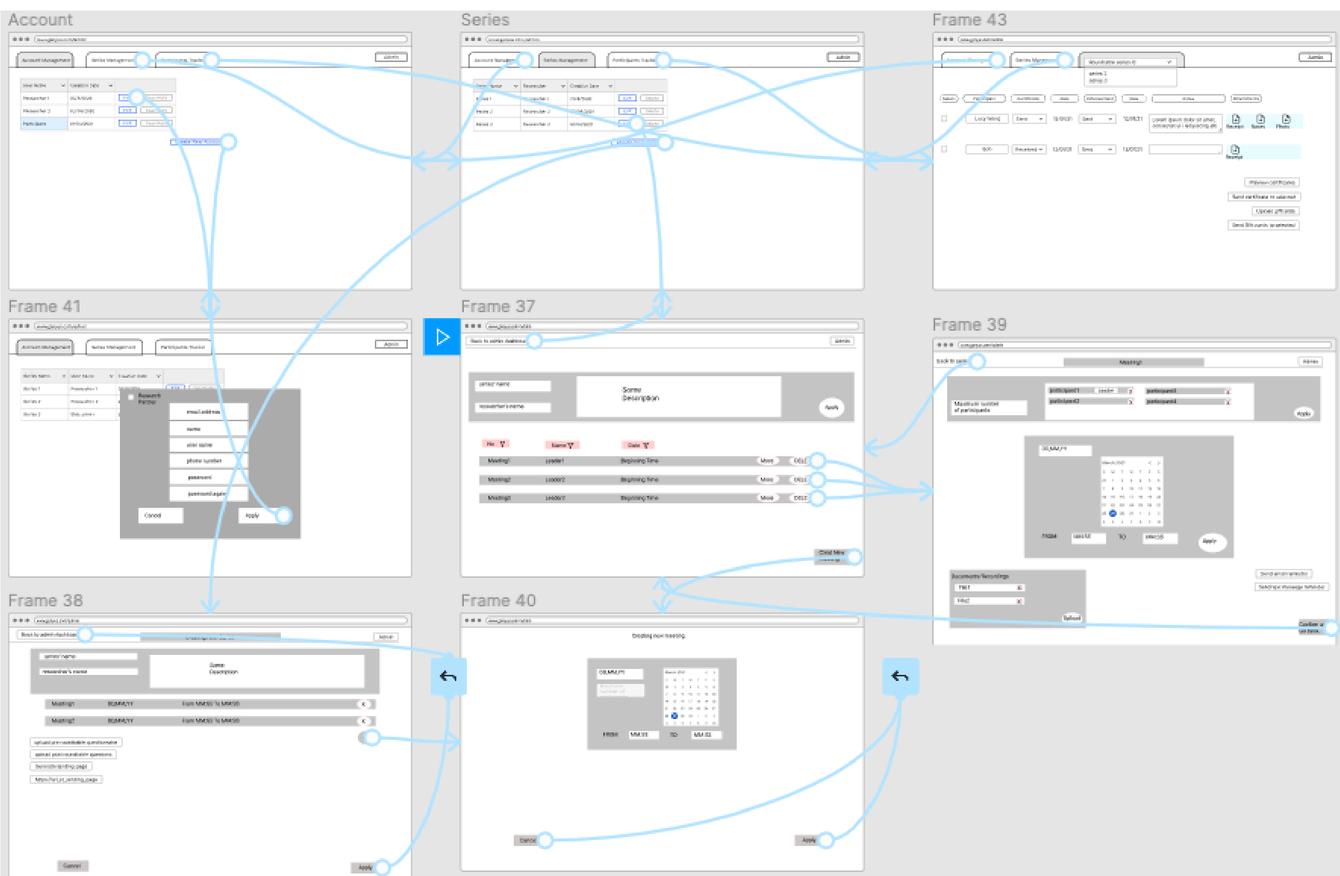
<td>
</td>
<td>Roundtable Gallery Page

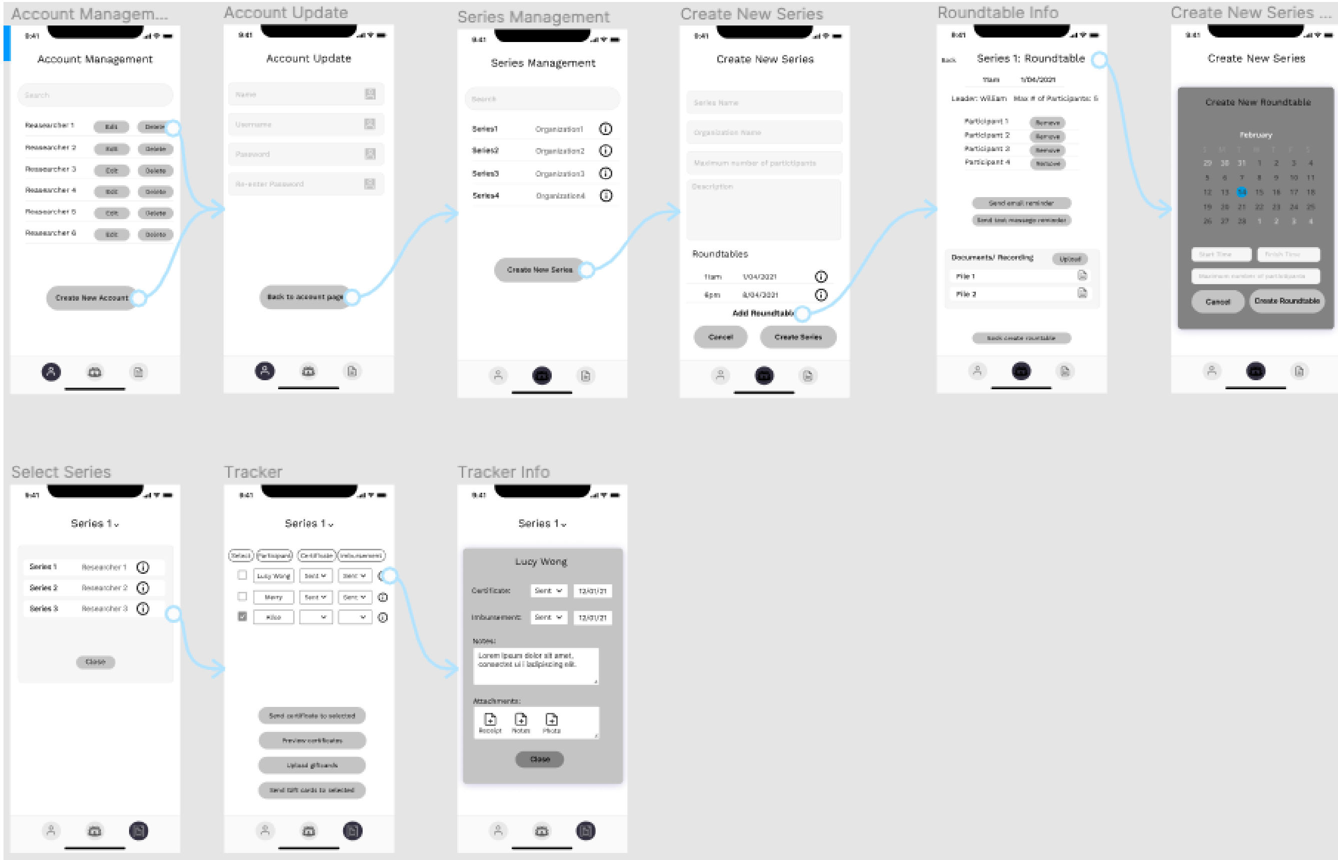
Feedback on Client:
Switch the order of Past Roundtables and Running Roundtables</td>
<td>
</td>
<td>Project Partners Page</td>
</tr>
<tr>
<td></td>
<td>Contact Us (Genyus Admin)</td>
<td></td>
<td>Project Partners Page</td>
</tr>
</table>



Admin Pages Overview (laptop view)

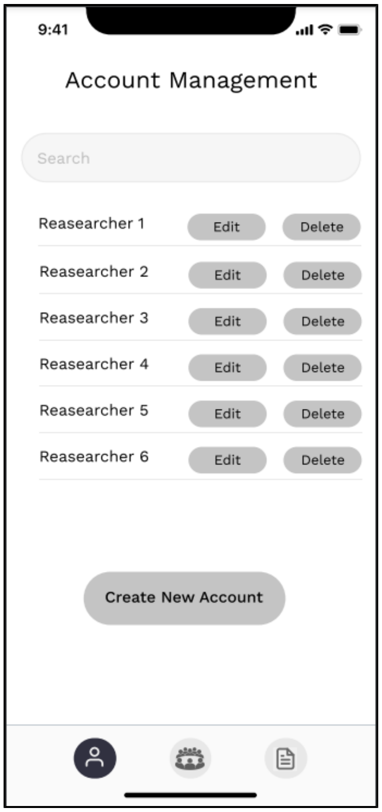


Admin Pages Overview (mobile view)



Admin Pages Breakdown (mobile view)

Frame	Explanation	Frame	Explanation
	Genyus Roundtable Account Management page		**Account Update page**

<table>
<tr>
<td>
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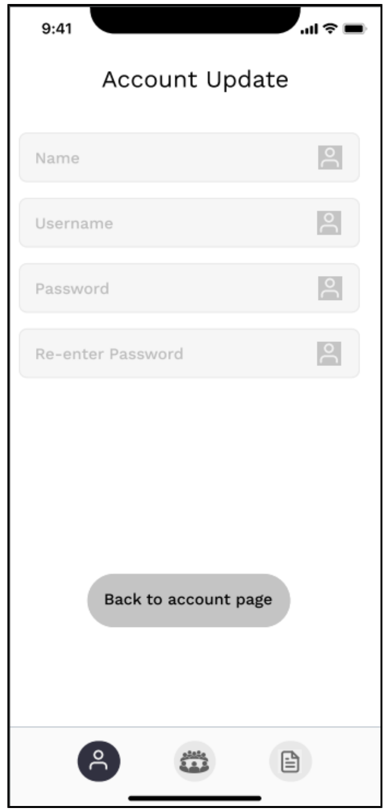
<td>
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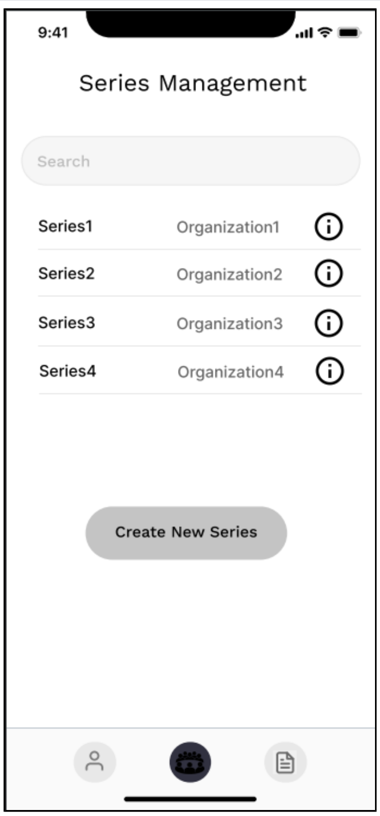
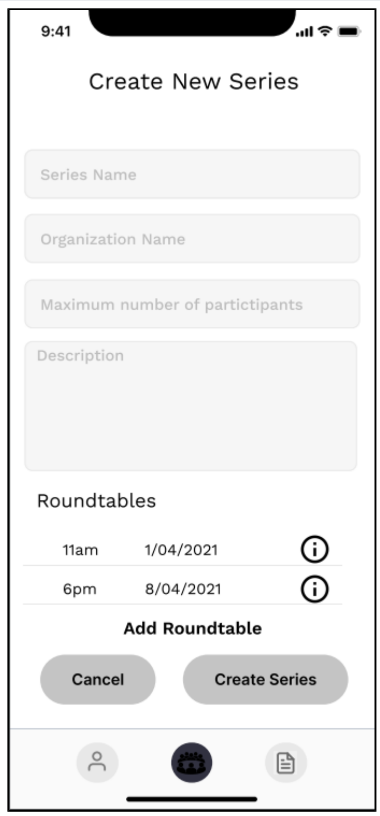
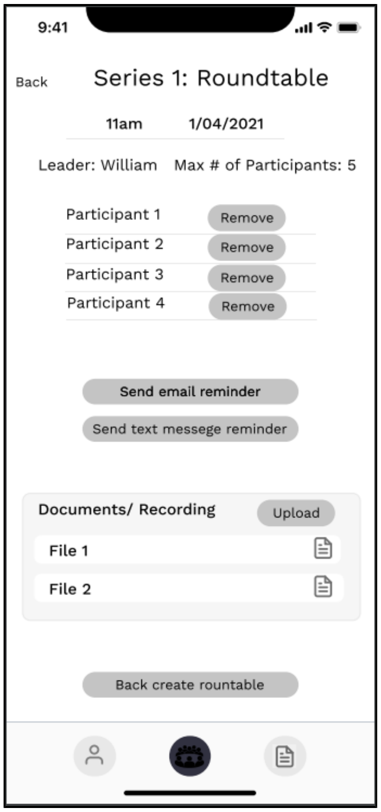
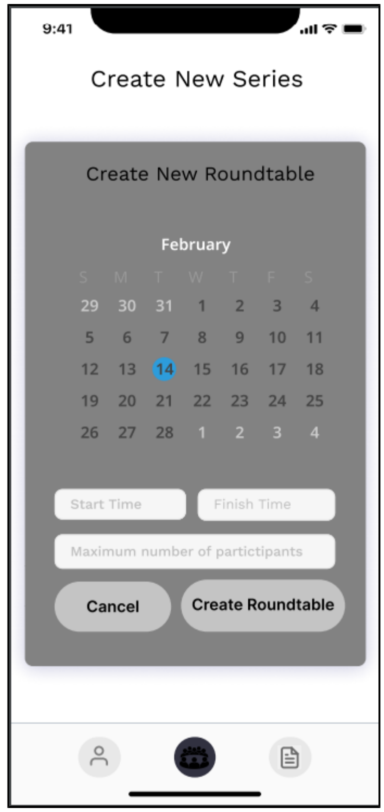
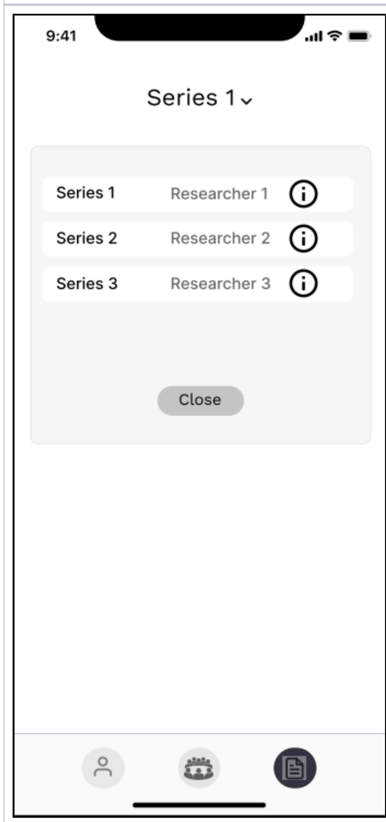
<td>
</td>
<td>Series Management</td>
<td>
</td>
<td>Create New Series (1 of 3)</td>
</tr>
<tr>
<td></td>
<td>Create New Series (2 of 3)

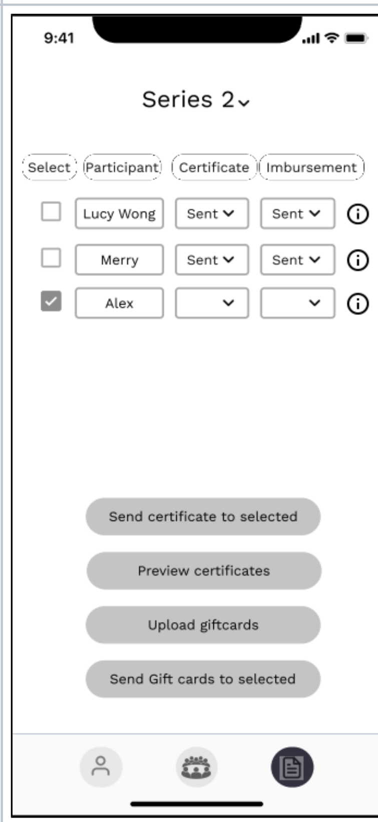
More detailed settings</td>
<td></td>
<td>Create New Series (3 of 3)</td>
</tr>
</table>





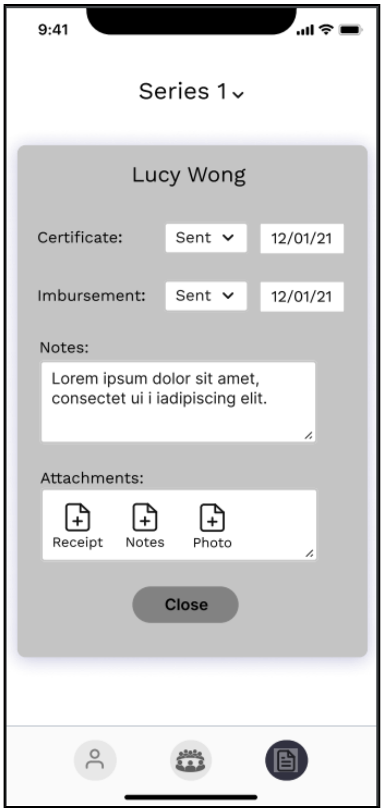


Series information



Detailed Series information

Detailed participants information

9:41 Series 1 Lucy Wong Certificate: Sent 12/01/21 Imbursement: Sent 12/01/21 Notes: Lorem ipsum dolor sit amet, consectet ui i iadipiscing elit. Attachments: Receipt Notes Photo Close			

Design Notebook

Suitability to Project	
⊕	Pro
⊖	Con
ⓘ	Point of info

Component	Motivation	Chosen tech	Justification	Alternatives
Web Frontend		NextJS + React	⊕ React was voted by the team as the most well-known and most want-to-learn front-end framework. ⊕ React is widely used within the industry. ⊕ NextJS Provides static page generation at build time. ⊕ NextJS Allows for rebuilding of static pages on content change (supports client modifications to pages). ⊖ JSX learning curve for newcomers ⊖ NextJS learning curve ⊖ NextJS environment variables can be fiddly (build vs. runtime)	NuxtJS and Vue Vanilla React Vue Angular
Components /Styling	• We want to create and use components that are accessible, customisable, and adhere to our design choices.	TBD	See options to the right	**Component Library (eg. Material UI)** ⊕ Premade, accessible components make it incredibly easy to get up and running ⊕ Will do a lot of the heavy lifting for things such as spacing, contrast, button animations etc. ⊖ Things are very easy...to a point. Sometimes customisations and edge cases can be very difficult to fit in. **CSS in JS (eg. styled-components)** ⊕ Provides more granular control than a set of premade components ⊕ Able to place raw CSS in the same file as a React component ⊕ Valuable learning experience ⊖ CSS properties have a steep learning curve ⊖ A lot more work to make something that looks and feels 'nice' **CSS** ⊖ CSS files are unwieldly, large and unmaintainable ⊖ Most of the industry is moving away from raw CSS, SCSS etc.
Backend		Strapi	⊕ Fast setup ⊕ Authentication and user management baked-in ⊕ Compatible with NextJS authentication ⊕ Open Source ⊖ Alpha state carries project risk, has not gone through the wringer ⊖ Database migrations have to be managed manually in production (feature scheduled for Q3 2021)	Custom backend in Rust, TypeScript, Other. Other Headless CMSs like Netlify, Webiny Spring (Java)
Database		Mongo	⊕ Flexibility, MQL queries, horizontal scaling ⊕ Team vote	Mongo AWS - DynamoDB

			Free tier available on MongoDB Atlas will be enough for our use case Integrated and supported by Strapi Backup/restore functionality takes a bit more work than Mysql/mariadb, can't dump data as plaintext for auditing as easily, but binary dumps well supported	Postgres MariaDB
Cloud Provider		TBD		**Digital Ocean** **AWS** Generally cheap Voted as a technology that students want to learn Can lead to much hair-pulling (frustrating) Multiple deployment options (serverless / container/ VM) **Azure** Free tier is larger than AWS Not as widely used as AWS **Vercel (Frontend)** Creator of NextJS makes it simple to host Easy CI/CD Free Free tier only supports one user (so we would need one account that we share to access the pipeline) Meant to only be for hobby usage **Heroku (Backend)** Small dynos are free Serverless means warm-up time if our api hasn't been hit recently Incremental Static Regeneration (NextJS) means a few seconds of wait time won't be an issue if this is used for our backend (previous version of page will be served)
Containerisation		Docker	Docker is the market leader Familiarity amongst the team as several team members have worked with it before Docker has not had any direct competition up until recently - the alternatives would be interesting to learn, but carry a project risk as the team is unfamiliar	LXD, rkd, containerd
Version Control		GitHub	Team vote unanimous More integration options outside of Atlassian GitHub Actions looks like a fairly easy way to set up a pipeline Less integration with the Atlassian suite	**Bitbucket** Integration with other Atlassian products Less integration with other products outside of Atlassian
Issue Tracking (Inception Sprint)		Trello	Trello was chosen for the Inception Sprint as it is quick and easy to set up. It allows the team to start asap on project work. Issue tracking for future sprints will not make use of Trello.	Trello GitHub projects
Issue Tracking (Sprints 1-4)		JIRA	JIRA is complementary to Confluence. In comparison to alternatives, it has more sophisticated graphing capabilities (i.e. burndown charts). Well-designed and customisable workflow.	Trello, GitHub projects
Wiki / Documentation	Documenting requirements during development is extremely important as it	Confluence	Mandated by subject.	

	allows proper handover to the client.			
CI/CD Server				

4+1 Architecture View

4+1 is a view model used for describing the architecture of software-intensive systems, based on the use of multiple, concurrent views. The views are used to describe the system from the viewpoint of different stakeholders, such as end-users, developers, system engineers, and project managers. 4+1 architecture view is used to ensure all aspects of the system are well-understood by the development team (and any new joiners).

The 4+1 architectural view has 4 significant representations:

View	Description
Logical View (WIP)	Shows the significant elements of the project for the adopted architecture and the relationship between them. Between the main elements are modules, components, packages, and the application main classes.
Process View	Shows the concurrency and synchronisation aspects of the system, mapping the elements of the logical view to processes, threads, and execution tasks.
Development /Implementation View (WIP)	Focuses on aspects relating to the organisation of the system's source code, architectural patterns used, and orientations and the norms for the system's development.
Physical View (WIP)	Shows the hardware involved and the mapping of the software elements to the hardware elements in the system's environment.
Scenarios/Use Cases View (WIP)	Shows a subset of the architecturally significant use cases of the system.

Logical View (WIP)

This page is under construction.

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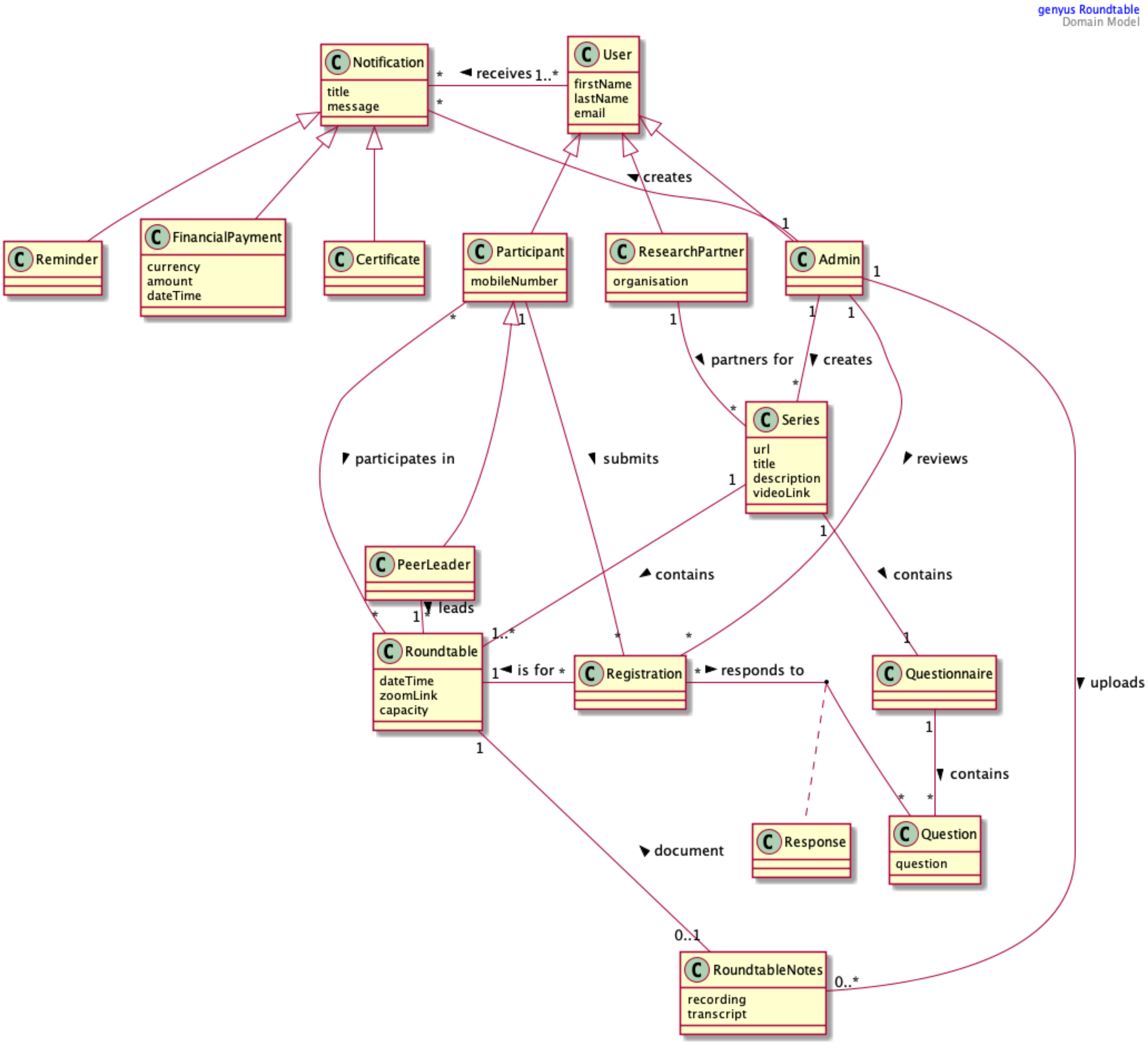
Domain Model

genyus Roundtable can be decomposed into entities, attributes, and business rules as per the Requirements:

- A **User** of the system is either an **Admin**, **Participant**, **Peer Leader** or **Research Partner**
  - Admin and Peer Leader accounts contain first name, last name, email, and password
  - Research Partner accounts contain first name, last name, email, password, and partner organisation
  - Participant accounts contain: first name, last name, email, mobile phone number
- A **Series** *contains one or many* **Roundtables**
- A Series contains: title, description, video link, and Research Partner
- A Series *has one* Research Partner
- A Roundtable *belongs to one* Series
- A Roundtable contains: time and date, capacity, zoom link, associated Peer Leader, and questionnaire
- A Peer Leader *leads one or many* Roundtables
- A Participant *attends one or many* Roundtables
- To register for a Roundtable, Participants fill out a **Questionnaire.**
- A Questionnaire contains: one consent for recording and one or many **Questions**
- A Roundtable **Response** contains: time and date and questionnaire responses
- **Roundtable Notes** contains: transcript and recording
- A **Notification** is either a **Reminder**, **Financial Payment** or **Certificate**
- A Notification is sent from Admins and contains: title and message

Classes are **bolded**, attributes are underlined, and business rules are *italicised*.


genyus Roundtable
Domain Model
Notification
title
message
User
firstName
lastName
email
receives
creates
Reminder
FinancialPayment
currency
amount
dateTime
Certificate
Participant
mobileNumber
ResearchPartner
organisation
Admin
partners for
creates
Series
url
title
description
videoLink
participates in
submits
reviews
PeerLeader
leads
contains
contains
Roundtable
dateTime
zoomLink
capacity
is for
Registration
responds to
Questionnaire
uploads
contains
Response
Question
question
document
RoundtableNotes
recording
transcript

Physical View (WIP)

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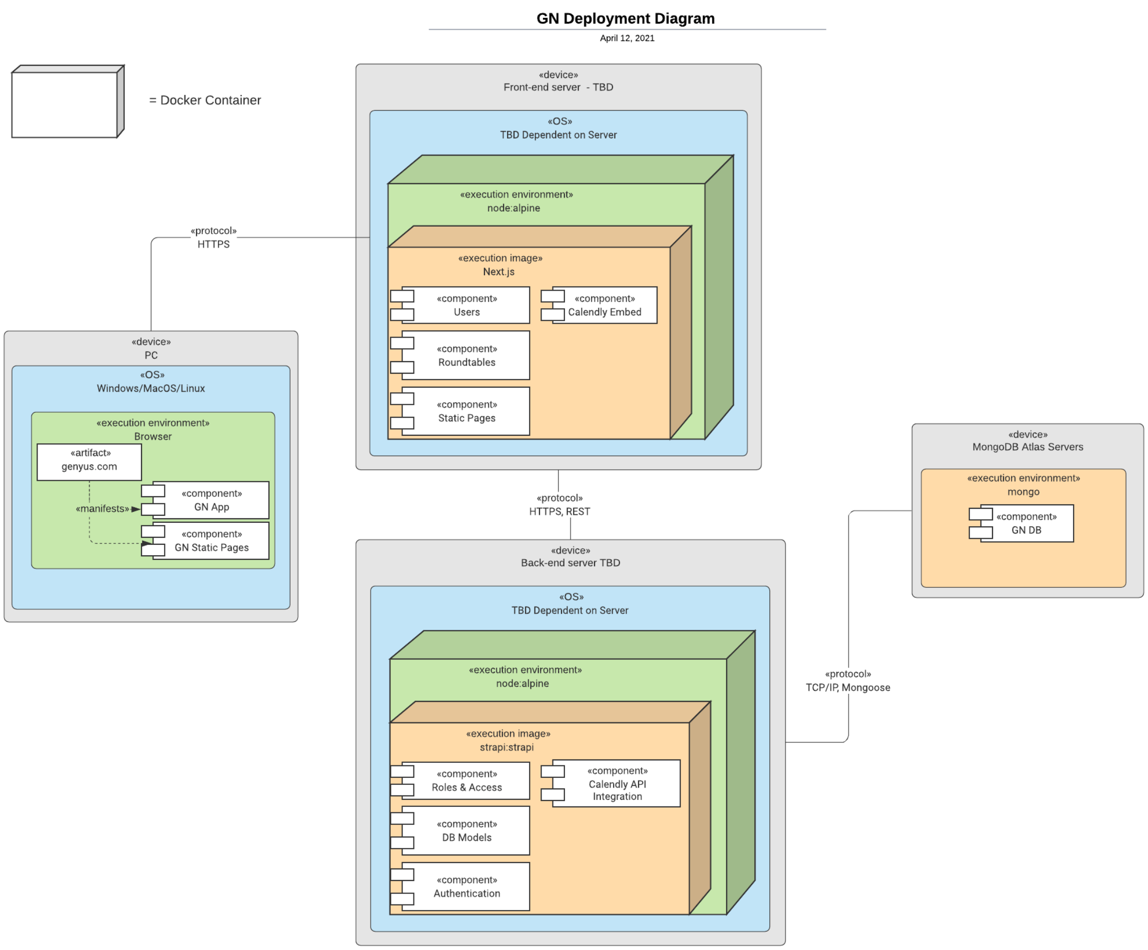
Deployment Diagram[1]



References

[1] https://lucid.app/lucidchart/invitations/accept/inv_7e0a99dc-263c-41a8-8a26-9dbea8d2bab7?viewport_loc=-1051%2C368%2C3793%2C1733%2CSD~btuP.wggj

Development/Implementation View (WIP)

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Architectural Goals and Constraints

This is a detailed list of the requirements that have an impact on the system's architecture and the treatment given to each:

Requirement	Treatment	Impact
Security	genyus Admin, Research Participants, and Peer Leaders must be able to collect and/or access sensitive health data of Participants.	The system should authenticate users before permitting them access to sensitive data.
Confidentiality	The system will store extremely sensitive health data of users and so must guarantee confidentiality of information stored in the system.	The system should use secure methods of storing information.
Secure Pipe	The system will store extremely sensitive health data of users and so must guarantee confidentiality of information stored in the system.	The system should encrypt data being sent to/from the system.
Data Persistence	The system should persist data, for example the creation of Series', Roundtables, registrations, etc.	The system must make use of a database to persist data.
Extensibility	In order to allow the genyus Roundtable to continue to grow and develop, the system under development must support this growth.	The domain model pattern is being used to support future extensibility, as any new features or requirements will only require amendment to existing or creation of new objects in the domain.
Portability	genyus Roundtable must be feature complete on both desktop and mobile devices.	The system should make use of a technology stack that is portable between desktops and mobile devices.
Accessibility	Given the primary users of the system are trauma survivors, particular attention will have to be paid to the user interface to ensure it is accessible.	The system should make use of alt-text, screen readers, adjustments to contrast, etc. as necessary to provide for access.
Concurrency		
Session Control		

Reuse Plan

In order to meet the architectural requirements of the genyus Roundtable system, a number of components will be reused. The choice to reuse has been made as these components are widely available and thoroughly tested.

Component	Development Approach	Choice	Justification
Conference call	Reuse	Zoom	
Scheduling	Reuse	Calendly	

Scenarios/Use Cases View (WIP)

This page is under construction.

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Use Cases

Use Cases Diagram

Testing and Quality Assurance

Software testing is a process within software development in which business-critical software is verified for correctness, quality, and performance. Software testing is used to ensure that expected systems and product features behave correctly as expected.

This page lays out the testing strategy used by the genyus Roundtable project.

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Types of Testing	
Unit Testing	Unit tests are very low level, close to the source of the application. They consist of testing individual methods and functions of the classes, components or modules used by the system.
Integration Testing	Integration tests verify that different modules or services used by the system work well together. For example, testing interaction with the database.
Functional Testing	Functional tests focus on the business requirements of the system. They only verify the output of an action and do not check the intermediate states of the system when performing that action. There are similarities between integration and functional tests, as they both require multiple components to interact with each other. The difference is that an integration test may simply verify that the system can query the database while a functional test would expect to get a specific value from the database as defined by the product requirements.
End-to-End Testing	End-to-end testing replicates user behaviour with the system in a complete application environment. It verifies that various user flows work as expected and can be as simple as loading a web page or logging in or much more complex scenarios verifying email notifications, online payments, etc.
Acceptance Testing	Acceptance tests are formal tests executed to verify if a system satisfies its business requirements. They require the entire application to be up and running and focus on replicating user behaviours.
Performance Testing	Performance tests check the behaviors of the system when it is under significant load. These tests are non-functional and can have various forms to understand the reliability, stability, and availability of the system.
Installation/Uninstallation Testing	Installation/uninstallation testing checks whether the system can be successfully spun up on a new system. This is to confirm that the client will be able to successfully launch the system after handover from the development team.
Accessibility Testing	Given the requirements of the system stipulate that it should be usable by people with disabilities, accessibility testing will contain checks for contrast, font, font size, user interface, etc.
User Testing	User testing involves the use of digital and/or paper prototypes to test with the client and/or focus groups to obtain feedback.
Device Testing	Device testing confirms that the website is functional on both desktop and mobile browsers.

Testing Process

Testing should first be done by developers when implementing a feature, and developers should aim to think about their code and any potential bugs that might exist within their code as well as if the code complies with the other types of testing required, such as front-end developers making sure that their additions meet our accessibility testing criteria. Next, people who review the code should check that the additions made by the new feature comply with our testing guidelines, and that there are sufficient test cases in the committed code to catch most bugs or issues that would cause the new feature not to work as intended. Additionally, at the end of each sprint once all features for the sprint are completed team members should aim to go through the features added as part of the sprint on the website to check for any bugs or issues with the new features.

Creating Test Cases

We will be using the Jest test framework for ensuring that our test cases pass when adding new features.

> ⚠ Once Sprint 1 has started, there will be a test case template for developers to use when writing test cases using Jest.

Testing Automation

Automated testing is a key component of continuous integration and continuous delivery and it is a great way to scale the Quality Assurance (QA) process as new features are added to the system. The project team will make use of a continuous integration server to automate testing - the server will monitor the repositories and execute the test suite whenever new changes are pushed to the main repository.

> ⚠ Additional information on testing automation will depend on the server that we host our application on and will be added in Sprint 1.

References

[1] https://www.atlassian.com/continuous-delivery/software-testing/types-of-software-testing

Acceptance Testing

This page is under construction.

Acceptance testing is used to demonstrate that the system meets the functional requirements, as laid out in User Stories.

User Story ID	Given	When	Then
SWEN900132021GN-9 TO DO	I am interested in partnering with genyus Roundtable to conduct research	I navigate to the About Us webpage on their website	I can see their email address and phone number in order to contact them.
SWEN900132021GN-71 TO DO	I am an Administrator	I navigate to the Admin page	I have a central repository of users in the system
SWEN900132021GN-10 TO DO	I need to create a new account for a genyus Admin, Research Partner or Peer Leader	I navigate to the Admin page, I select 'Create new account' and enter the user's first name, last name, email address, and a temporary password	The account is created in the system and the user is able to use it to log in successfully
SWEN900132021GN-41 TO DO	I have entered my user credentials	I click 'Log in'	I am authenticated and directed to my user account page
SWEN900132021GN-11 TO DO	I have partnered with a Research Partner and need to create a Series landing page for upcoming Roundtables	I navigate to the Admin page, I select 'Create new Series'	A publicly available Series landing page is created
SWEN900132021GN-12 TO DO	I have already created a Series Landing Page	I navigate to Admin page, click on a Series and I enter the Series description, images, and associated Research Partner	The Series Landing Page is populated
SWEN900132021GN-42 TO DO	I have already created a Series	I integrate it with a calendar	I am able to choose a series of dates and times for Roundtables
SWEN900132021GN-13 TO DO	I have already created a Series Landing Page	I navigate to Admin page, click on a Series and I enter Roundtable dates and times	The Series Landing Page is populated with Roundtables a Participant can register in to
SWEN900132021GN-14 TO DO	I have already created a Series Landing Page	I navigate to Admin page, click on a Series and I create a list of questions associated to the Series	The Participant must respond to each question before successful registration into a Roundtable
SWEN900132021GN-15 TO DO	I have already created a Series Landing Page	I navigate to Admin page, click on a Series and I create a 'Consent to be recorded' question	The Participant must agree to give consent before successful registration into a Roundtable
SWEN900132021GN-16 TO DO	I have already created a Series Landing Page	I navigate to the Admin page and the system displays all Series', along with their shareable URL	I can copy this URL and email it to anyone and they click the link to view the Series landing page
SWEN900132021GN-17 TO DO	I navigate to the public URL of a Series	I select the date and time of a Roundtable I want to register into	I click 'Submit registration' and I am registered to attend that Roundtable
SWEN900132021GN-18 TO DO	I have navigated to a Series landing page and selected a Roundtable to register into	I select 'Submit registration'	I am prompted to provide my phone number to be used to send registration details and reminders
SWEN900132021GN-19 TO DO	I have navigated to a Series landing page and selected a Roundtable to register into	I select 'Submit registration'	The system registers my confirmation and I am sent an email with Roundtable registration details (date, time, location)
SWEN900132021GN-43 TO DO	I have navigated to a Series landing page and selected a Roundtable to register into	I select 'Submit registration'	The system registers my confirmation and I am sent a text with Roundtable registration details (date, time, location)
SWEN900132021GN-20 TO DO	I am unable to attend any scheduled Roundtables for a Series	I navigate to a Series landing page and select 'Contact genyus Roundtable'	I can send a message to the Admin providing suggestions for dates and times of additional Roundtables
SWEN900132021GN-21 TO DO	I have navigated to a Series landing page and selected a Roundtable to attend	I select 'Register for Roundtable'	I am presented with biographical questions to answer about myself prior to confirming registration
	I have created a Series with associated Roundtables and there is at least 1 person	I navigate to the Admin page and select the Series, I am presented with a list of associated Roundtables	I can select 'Send email reminder to Participants' for a Roundtable and an email is sent to all Participants registered into that

SWEN900132021G N-22 TO DO	registered into a Roundtable		Roundtable
SWEN900132021G N-23 TO DO	I have created a Series with associated Roundtables and there is at least 1 person registered into a Roundtable	I navigate to the Admin page and select the Series, I am presented with a list of associated Roundtables	I can select 'Send text message reminder to Participants' for a Roundtable and a text message is sent to all Participants registered into that Roundtable
SWEN900132021G N-24 TO DO	I have created a Series with associated Roundtables and there is at least 1 person registered into a Roundtable	I navigate to the Admin page and select the Series, I am presented with a list of associated Roundtables	I can select 'View registered Participants' to see all responses to the biographical questions by each Participant
SWEN900132021G N-25 TO DO	I have created a Series with associated Roundtables and there is at least 1 person registered into a Roundtable	I navigate to the Admin page and select the Series, I am presented with a list of associated Roundtables and I select a Roundtable and select 'Send text reminder to all Participants'	The Participants receive a text message reminder about the upcoming Roundtable
SWEN900132021G N-26 TO DO	I have created a Series with associated Roundtables and there is at least 1 person registered into a Roundtable	I navigate to the Admin page and select the Series, I am presented with a list of associated Roundtables and I select a Roundtable and select 'Send email reminder to all Participants'	The Participants receive an email reminder about the upcoming Roundtable
SWEN900132021G N-27 TO DO	I have already registered for a Roundtable	When the Roundtable is approaching	I receive a text message reminder with Roundtable details (date, time, location)
SWEN900132021G N-28 TO DO	I have already registered for a Roundtable	When the Roundtable is approaching	I receive an email reminder with Roundtable details (date, time, location)
SWEN900132021G N-60 TO DO	I am an Administrator	I navigate to the Admin page	I have a central repository of Roundtable recordings in the system
SWEN900132021G N-59 TO DO	I am an Administrator	I navigate to the Admin page	I have a central repository of Roundtable transcripts in the system
SWEN900132021G N-29 TO DO	A Roundtable has taken place	I navigate to the Admin page and select a Series, I select a Roundtable in the Series and select 'Upload recording'	The recording is uploaded to the Roundtable and viewable by authenticated users
SWEN900132021G N-44 TO DO	A Roundtable has taken place	I navigate to the Admin page and select a Series, I select a Roundtable in the Series and select 'Upload transcript'	The recording is uploaded to the Roundtable and viewable by authenticated users
SWEN900132021G N-30 TO DO	A Roundtable has taken place	I navigate to the Admin page and select a Series, I am presented with the Roundtables in that Series	I select a Roundtable and select 'Email Peer Leader'
SWEN900132021G N-31 TO DO	A Roundtable has taken place	I receive an email with questions	I click the link in the email and answer the questions that were created by the Admin
SWEN900132021G N-45 TO DO	A Roundtable has taken place and I have answered the questions sent from the Admin	I send the responses back to the Admin	They are received by the Admin
SWEN900132021G N-32 TO DO	A Roundtable has taken place	I navigate to the Admin page and select a Series	I click 'Create Series uploads page'
SWEN900132021G N-33 TO DO	All Roundtables in a Series have taken place	I navigate to the Admin page and select a Series and I click 'Contact all Participants in the Series' in order to thank them for attending	All of the Participants of that Series receive the email
SWEN900132021G N-34 TO DO	A Roundtable has taken place	I navigate to the Admin page and select a Series and select to view uploads for a Roundtable	I am presented with the video recordings, transcripts, etc of that Roundtable
SWEN900132021G N-35 TO DO	All Roundtables in a Series have taken place	I navigate to the Admin page and select a Series and select 'Email a Certificate of Attendance to all Participants'	All of the Participants of that Series receive a Certificate of Attendance
SWEN900132021G N-36 TO DO	I have participated in a Roundtable	All Roundtables in a Series have taken place	I receive financial payment for my effort
SWEN900132021G N-37 TO DO	I have participated in a Roundtable	All Roundtables in a Series have taken place	I receive a Certificate of Attendance for my effort
SWEN900132021G N-38 TO DO	All Roundtables in a Series have taken place	I navigate to the Admin page and select a Series and select 'Pay all Participants'	All of the Participants of that Series receive a payment

SWEN900132021GN-39 TO DO	All Roundtables in a Series have taken place and I have paid the Participants	I navigate to the Admin page and select a Series and select 'View payments to Participants'	I am presented with receipts of payments to all Participants (amount, date)
SWEN900132021GN-46 TO DO	All Roundtables in a Series have taken place and I have given certificates to the Participants	I navigate to the Admin page and select a Series and select 'View certificates sent to Participants'	I am presented with receipts of certificates sent to all Participants (date)

Acceptance Criteria (AC) ID	Acceptance Test (AT) ID	Step	Critical	Accept Result	Comments

Accessibility Testing

This page is under construction.

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Overall Accessibility Testing

Test	Results
WAVE Web Accessibility Evaluation Tool	

Screen Reader Testing

Students can test their website with a screen reader by using the following tools:

> Mac: use Voice Over to read out a website for you. You can turn it on or off using Command + F5. See how easy or difficult it is to navigate and use a website in this way. VoiceOver comes installed on all Macs. Follow this guide to get started https://help.apple.com/voiceover/info/guide/10.12/
>
> PC: You will need to install software that can read a web page to you. The most commonly used program is JAWS, but it is very expensive. There is a free, open source equivalent called NVDA (which is the next widest used text-to-speech program for people with visual impairment). The software can be found here https://www.nvaccess.org/

Colour Blindness Testing

https://www.color-blindness.com/coblis-color-blindness-simulator/

https://www.giacomo.page/en/colorwheel/wheel.php

Additional Testing

https://www.w3.org/WAI/ER/tools/

References

[1] SWEN90013_ Alison's lecture.eml

Functional Testing

Functional testing ensures that the system meets the business requirements for the system. Similar to integration testing, functional testing checks that all the components within the system work together as a group to, but instead is focused on functions of the application rather than the interactions between components. Like integration tests, functional tests should be performed for each of the interactions between components in the system.

Integration Testing

Integration tests check that all of the individual components within our system work together as a group, and allows us to identify issues with the compatibility between modules within our system. Integration is a level above unit testing, in that it takes modules that have already been unit tested and applies tests on the boundaries where two or more of these components interact with each other. At minimum, integration tests are required for all boundaries where our system interacts with external components, such as a database or external API, as well as between major internal components, such as the front-end and back-end.

Unit Testing

Unit tests cover individual methods and functions to ensure that they work as intended. It is not expected that developers will write unit tests to cover every single function, component, or module that they write, but instead focus on areas of code that are particularly complex and may be prone to bugs or other issues. As a rule of thumb, bugs caught during development, during the review process, or introduced when implementing another feature are good candidates for unit tests.

Policies

Policies are the procedures that all team members are expected to follow.

About the Team

In order to foster a positive team environment and ensure that all team members are contributing equally, there are some expectations of team members.

Communication

- Team members are expected to check Slack at least once per day.
    - Team GN's Slack channel can be accessed here.

Absences

- If a team member is unwell or expected to be absent for a period of time, it is their responsibility to alert the #team-private channel on Slack.
- The team member is expected to post what they are working on, if they require someone to complete their work.

Meetings

- Team members are expected to attend all scheduled meetings and should alert team members if they are unable to attend.
- In preparation for team, supervisor, and client meetings, all team members are expected to contribute questions to the agenda of meetings.

Missed Meetings

If a team member misses a meeting, it is their responsibility to:

- Read over meeting minutes on Confluence;
- Watch the recording (if available); and
- Speak to the minute-taker to clarify any questions.

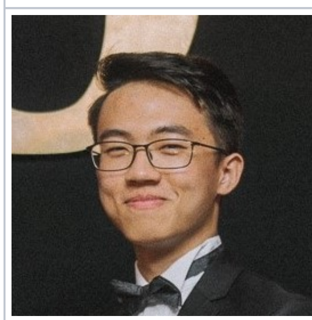
Work Commitment

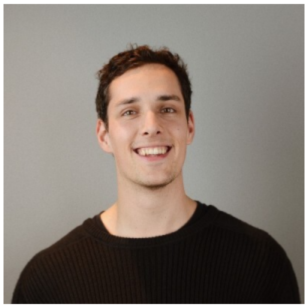
- Work should be divided amongst the group evenly. Stand-ups with progress reports should ensure that all team members have sufficiant workload and nobody is being overloaded with work.
    - If a team member feels overloaded, they should raise it during team meetings so the work can be redistributed.
- Team members are not expected to work weekends.

Decision Making

- Key decisions should be made as a team during meetings and the outcome should be recorded in the relevant meeting page on Confluence.
- For larger items, a minimum quorum of 6 should be reached before a decision is made. This will speed up decision making but also ensure that sufficient number of diverse opinions are heard.
- For smaller items, the relevant Lead should feel empowered to make the call themselves and inform the rest of the team of their decision.

Roles and Responsibilities

Image	Role	Name	Preferred Name	Student ID	Email Address	Responsibilities	Bio
	Minute Taker	Rotated throughout the semesters.				• The team should have a minute-taker for all client and supervisor meetings. • The minute-taker should upload all meeting notes (including actions items) to the relevant meeting page on Confluence.	
	Meeting Organiser	Rotated throughout the semesters.				• The team should have a meeting organiser for all client and supervisor meetings. • The meeting organiser should send meeting invites with a calendar invite and an attached Zoom link. • The meeting organiser should record client meetings. • The meeting recording should be uploaded here.	
	Product Owner	Luke Rosa		319522	lrosa@student.unimelb.edu.au	The responsibilities of the Product Owner are[1]: • Managing the product backlog - while all team members may add items to the backlog, the Product Owner should be across all items on the backlog and prioritise those that will deliver the most value; and • Stakeholder management - the Product Owner should be responsible for ensuring the development team is delivering value to the client.	• I am a penultimate year Master of Engineering (Software) student. • My background is finance and economics, having completed a Bachelor of Commerce at The University of Melbourne. • I worked in the banking and financial industry for a few years before returning to complete Masters. • My most recent job was working for a bank as a Software Engineer in a team that was implementing algorithmic trading. • When I'm not working or studying, you'll find me playing tennis, running or doing Pilates
	Scrum Master	CHUANYUAN LIU	Chuan	884140	liuchuanyuan@gmail.com	The responsibilities of the Scrum Master are [1]: • Acting as the team's servant leader; • Helping the Product Owner define value; • Helping the Product Owner manage the backlog; • Managing and alleviating blockers; and • Managing team meetings, including stand-ups and sprint planning, review, and retrospectives.	• Master of Engineering (Software) student. • Summer internship with data processing and Node server development.
	Developer and Tester	Callum Dowling					• Previous jobs: analytical chemist, university tutor in networking ◦ Working in I.T. as automation developer /dba for 3yrs

	Developer and Tester	Yang Zhou	Yang	693507	yangz7@student.unimelb.edu.au		• Current Master of Engineering (Software & Business) student. • Bachelor of Commerce (Marketing and Finance) • Internship at NAB doing analytics related work
	Developer and Tester	Samuel Webster		639399	swebster1@student.unimelb.edu.au		• Background in chemistry and environmental science • Currently working at a cybersecurity start-up
	Quality Assurance (QA) Lead	Joel Launder		910495	jlaunder@student.unimelb.edu.au	The responsibilities of the QA Lead are: • Set standards and expectations for documentation and coding; • Ensure that the documentation produced by the team follows the standards for documentation (i.e. consistent formatting, logical layout, easy to find); • Ensure that the code meets the expectations set by the team (i.e. code reviews, maintainability, consistent code style); and • Outline processes for reviewing other people's work.	• Working for the HaBIC R2 team at the University of Melbourne's Department of General Practice • Enjoy playing board games and video games with my friends in my spare time
	Developer and Tester	Nicolas Montorio		911211	nmontorio@student.unimelb.edu.au		• Master of Engineering (Software) student • Undertook an internship using Gatsby and Sanity
	Developer and Tester	Jiacheng Ye	Max	904973	jiachengy1@student.unimelb.edu.au		• Master of Engineering (Software) • Love problem solving by coding : D • Experienced with writing Android app, and very familiar with Java developments. • More experienced with deep learning frameworks :) • Super interested in cloud computing etc. • Currently looking for job in real life as well..
	Developer and Tester	Mingyu Su	Jason	912474	msu2@student.unimelb.edu.au		• Master of Engineering (Software)

							• Bachelor of Computing and Software Systems • Experienced with developing in Node.js and React.js • The main focus of study is on distributed computing
	Developer and Tester	Pei-Chen Chen	Eric	860261	peichenc@student.unimelb.edu.au		• Penultimate year Master of Engineering (Software) • Bachelor of Computing and Software Systems • Experienced with developing in Node.js and React.js, python, c, java. (Don't like C) • Experienced with a bit software testing on back-end.
	UX Designer	Surasak JANEIAD	Tean	1146826	sjaneiad@student.unimelb.edu.au		• Master of Engineering (Software & Business) student. • Experienced in data analytics and portfolio marketer for banking industry.
	Developer and Tester	Zhentao HE	William	951916	zhentaoh2@student.unimelb.edu.au		

Resources

[1] https://www.atlassian.com/agile/scrum/roles

Confluence - Wiki

The development team will make use of Confluence as the project wiki.

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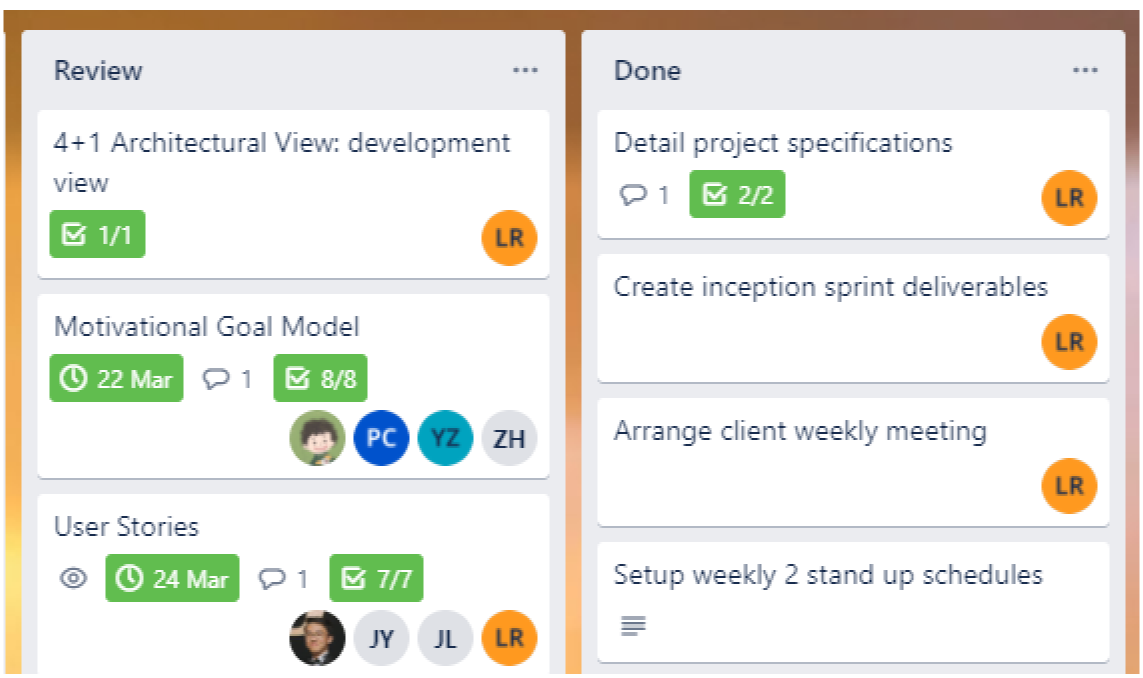
Documentation Review

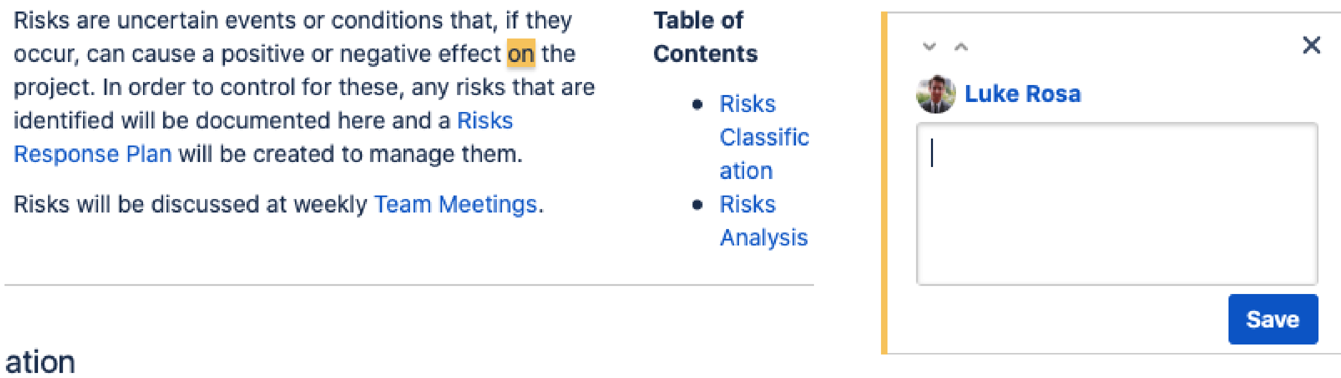
Before any documentation can be considered "done", it must first be reviewed by the team. This means that it must first be discussed during a meeting with the relevant project members or on Slack to make sure that all team members affected by the documentation agree with the content of the documentation. Once this is done, the documentation can be moved to the 'Review' column on Trello, where someone can assign themselves and check for anything that conflicts with the guidelines in this document. If the reviewer has any feedback, they should notify the people who worked on the task via Slack. Once that it done, the reviewer can move the task to 'Done' on Trello.

For large tasks, a contributor may wish for their work to be reviewed by multiple people even after discussing it with the team. To do this, a team member who contributed to the work should add a comment when moving the card to 'Review' asking for a certain number of people to review their work. Reviewers should then comment any feedback they have in Slack, and once the feedback has been resolved each reviewer should comment that they have reviewed the task on the card on Trello. Once the required number of reviews has been satisfied, and there are no outstanding objections with any of the work done, a contributor can move the card to 'Done'.



Documentation Review Checklist

1. The author should request a review from a teammate by posting in the #reviews channel on Slack and moving the card to the 'Review' column;
2. The reviewer(s) should check that the content structure of the document matches documentation guidelines for content;
3. The reviewer(s) should check that the writing style of the document matches documentation guidelines for writing style;
4. The reviewer(s) should review the content of the document to ensure that it is correct;
5. The reviewer(s) should add feedback directly on the Confluence page by highlighting text and creating an inline comment (see image below);
6. The reviewer(s) should review the work within 2 days;
7. Once the review is done, the reviewer(s) should alert the requestor that the review is complete via the #review Slack channel and if they have made comments in the Confluence space; and
8. Once enough reviews are complete and all feedback is actioned by the requestor, the work should be moved to the 'Done' column.



Documentation Guidelines

These guidelines outline the expectations on how documentation on confluence should be presented.

Writing Style

Written documentation should aim to be as clear as possible. This means avoiding excessive use of jargon except where necessary, and to take the time to explain complex concepts so that other members of the team may also understand these concepts from reading the documentation. Additionally, care should be taken to avoid spelling and grammatical mistakes in documentation. The documentation should also be written in formal English, avoiding any slang terms except where necessary (i.e. quoting the client). When referencing other documentation pages, these pages should be hyperlinked the first time they are referenced within a document.

Syntax

In line with branding for the client, genyus Roundtable should be written as such (lowercase g, uppercase R).

The following words should be treated as proper nouns and be capitalised:

- Participant(s), Research Partner(s), Peer Leader(s), and Admin(s); and
- Series (plural: Series') and Roundtable(s)

Content Structure

Documentation on Confluence should be structured using the text formatting types provided by Confluence. Main content should use the Paragraph type, while headings should use the Heading 1 type for the highest level of headings, and use the other heading types for each successive level of heading (see image below). Other structure styles, such as code blocks, lists, and tables, should be used where they would be appropriate and they would make it easier to understand or read content. Images, figures, and diagrams should be used where they can enhance understanding of content, and each should include title text and alt text.

Content Examples

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

```
Preformatted text
```

> *Quote text*

- Unordered list 1
- Unordered list 2
- Unordered list 3

1. Ordered list 1
2. Ordered list 2
3. Ordered list 3

Table	Column 1	Column 2
Row 1	Cell 1	Cell 2
Row 2	Cell 3	Cell 4

Github - Version Control

In order to track and manage changes to software code, the project team will be making use of Github: https://github.com/SWEN90013-2021-GN

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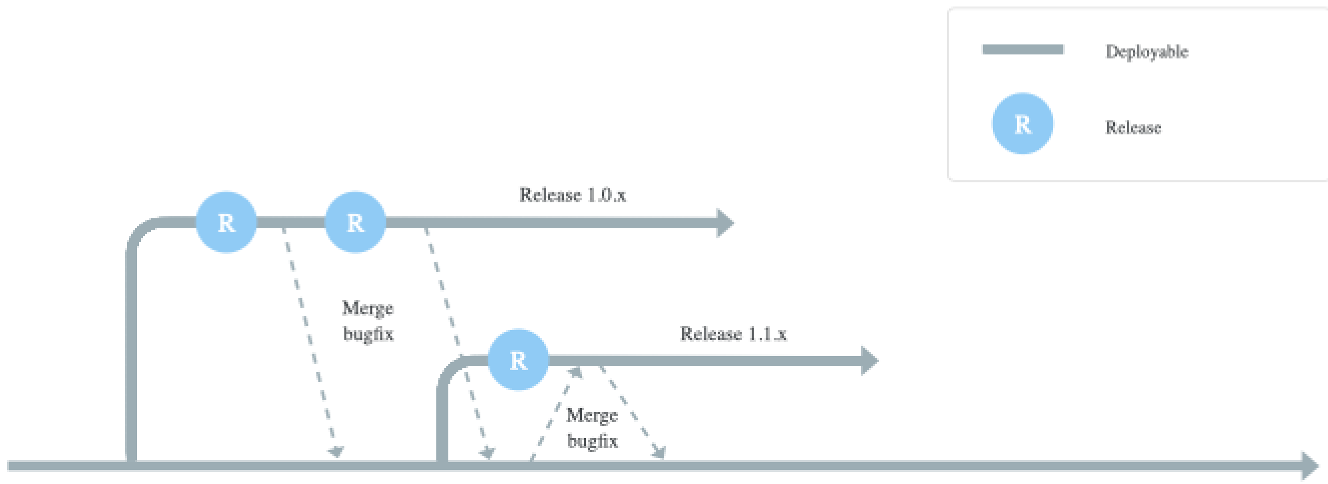
Branching Policy

The team will be following a trunk-based development process.

Trunk-based development is a source-control branching model, where developers collaborate on code in a single branch and resist any pressure to create other long-lived development branches by employing documented techniques. They therefore avoid merge hell and do not break the build.



Trunk-Based Development is a key enabler of Continuous Integration and by extension Continuous Delivery. When individuals on a team are committing their changes to the trunk it becomes easy to ensure the codebase is always releasable on demand and helps to make Continuous Delivery a reality. Continuous integration is the combination of practicing trunk-based development and maintaining a suite of fast automated tests that run after each commit to trunk to make sure the system is always working.

The point of using continuous integration is to eliminate long integration and stabilization phases by integrating small batches of code frequently. In this way, the development team ensures they are communicating what they are doing and the integration removes the need for big merges that can create substantial work for other developers and testers.

How to Work with a Trunk-Based Development Process

✅ Have three or fewer active branches in the application's code repository;

✅ Merge branches to trunk at least once a day; and

❌ Do not have code freezes and do not have integration phases.

When planning new features and to aide the use of trunk based development process, the development team will try to break features down into small, independent work units, following the INVEST principle:

- **Independent:** Make batches of work as independent as possible from other batches, so that teams can work on them in any order, and deploy and validate them independent of other batches of work.
- **Negotiable:** Each batch of work is iterable and can be renegotiated as feedback is received.
- **Valuable:** Discrete batches of work are usable and provide value to the stakeholders.
- **Estimable:** Enough information exists about the batches of work that you can easily estimate the scope.
- **Small:** During a sprint, you should be able to complete batches of work in small increments of time, meaning hours to a couple days.
- **Testable:** Each batch of work can be tested, monitored, and verified as working in the way users expect.

In-line with the INVEST principle, no User Stories should be larger than a size M. This will allow the developers in the team to more frequently commit codes and follow continuous integration.

Commit Policy

All commits should have descriptive comments and should reference the JIRA issue number, where appropriate:

```
git add .
git commit -m "[JIRA issue number][Description of change]"
git push
```

⚠ Additional information regarding commits may be added based on JIRA integration.

Tagging

A tag refers to a specific point in time in Git history. At the end of each sprint, all work completed during the sprint will be included in a tag in order to be made available to both subject coordinators and the client.

ⓘ Sprint tags will be added as the project progresses.

Sprint	Tag Name
Inception Sprint	TBA
Sprint 1	TBA
Sprint 2	TBA
Sprint 3	TBA
Sprint 4	TBA

Coding Standards

Reviews

When reviewing code, reviewers should follow our adapted version of Google's Engineering Practices[4] for code reviews:

- **Design**: Is the code well-designed and appropriate for your system?
- **Functionality**: Does the code behave as the author likely intended? Is the way the code behaves good for its users?

- **Complexity**: Could the code be made simpler? Would another developer be able to easily understand and use this code when they come across it in the future?
- **Tests**: Does the code have correct and well-designed automated tests?
- **Naming**: Did the developer choose clear names for variables, classes, methods, etc.?
- **Comments**: Are the comments clear and useful?
- **Style**: Does the code follow our ESLint style guides?
- **Documentation**: Did the developer also update relevant documentation?

Nominating Reviewers

The number of reviewers nominated and the timeframe for review should be based on the estimation of the task. If reviews have significant issues it may be expected that the review process could take longer. Code written as part of pair programming does not need to be reviewed, and one person in the pair should commit the code and the other person in the pair should approve it, adding a comment that it was written as part of pair programming.

Task Estimation	Minimum Reviewers	Maximum Timeframe
Small	2 out of 3 approved	1 day
Medium	3 approved	2 days
Large	4 approved	3 days

More reviewers can be nominated if the developers responsible for the task believe that the changes made could affect more people, or if they want feedback from additional developers, but developers should take care not to assign too many reviews to individual people and should aim to balance the workload for each team member. With this in mind, when selecting reviewers developers should aim to select people that have a solid understanding of the code that is being affected, as well as people that will be affected by the change: for example if a backend API endpoint is modified, two candidates for reviewers would be the developer who originally wrote the endpoint, and a front-end developer that would be affected by the change in the endpoint.

Review Process

1. Manually verify that the code works as intended by manually running the code on your local machine and checking that the added features work as intended;
2. Review the implementation of the code and check for any aspects that would make future maintainability of the code difficult, including things such as a lack of comments or insufficient use of modularisation;
3. Check for any effects that the new code may introduce on related code, and if this introduces any bugs or issues;
4. Ensure that the code style and format is consisted with existing code, and that all tests pass;
5. Check that sufficient tests have been added to cover the new code as per the guidelines on the testing policy;
6. If there are any issues with the code, add a comment on the code review request explaining what issues they found with the code;
7. Once satisfied with the code changes, approve the review; and
8. Once all reviewers have approved the changes the code review can be considered complete.

Tools

This page will be updated further with information about how to use the tools in more detail once they have been configured as part of Sprint 1.

ESLint

ESLint will be used to maintain a consistent code format across all JavaScript/TypeScript code. We will be using the Airbnb config preset for ESLint; developers should ensure that their code conforms to these guidelines when committing code and reviewers should ensure that code conforms to these guidelines.

Jest

To ensure that complex aspects of our code work throughout the development of our project, we will be using the Jest test framework. Although it is not expected that developers write tests to cover every single aspect of their code, it is expected that there are test cases for crucial and complex parts of the system. Exactly how many test cases are needed and for which parts of the system they will be useful is left up to the discretion of the developers and reviewers.

References

[1] https://trunkbaseddevelopment.com/5-min-overview/

[2] https://cloud.google.com/solutions/devops/devops-tech-trunk-based-development

[3] https://cloud.google.com/solutions/devops/devops-process-working-in-small-batches

[4] https://github.com/google/eng-practices/blob/master/review/index.md

JIRA - Issue Tracking

In order to capture, assign, and prioritise development work, Jira will be used to track all aspects of the software development cycle: https://jira.cis.unimelb.edu.au:8444/projects/SWEN900132021GN

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Estimation Process

As this development team will run as an Agile team, estimation will be a top-down process using the information currently available to provide gross-level estimates. Rolling-wave planning is then used to incorporate new information as it's learned, further refining estimates and iteratively elaborating with more detail as the project progresses. This method of learning just enough to get started, with a plan to incorporate more knowledge as work outputs evolve, allows the project team to react quickly and deliver continuously.

Instead of assigning a time estimation for a user story, story points are assigned as measures of relative effort. This allows the team to consider other work they know they have to complete simultaneously in their estimations and the skills of the team relative to each task.

Gross-Level Estimation Technique

Planning Poker will be used for gross-level estimation to provide an estimated point value for each backlog item. The steps are:

1. Each team member is given a list of Fibonacci numbers to select from;
2. The product owner (who does NOT get to estimate) presents the item to be estimated;
3. The item is discussed;
4. Each team member privately selects a number representing their estimate;
5. When everyone is ready, all selected numbers are revealed at the same time;
6. If all team members selected the same card, then that point value is the estimate.
7. If the numbers are not the same, the team discusses the estimate with emphasis placed on the outlying values:
   a. The member who selected the lowest value explains why they selected the value; and
   b. The member who selected the highest value explains why they selected the value.
8. Select again until estimates converge;
9. Should lengthy or "in-the-weeds" conversations result, team members may use a two-minute timer to timebox the discussion, selecting again each time the timer runs out, until conversion; and
10. Repeat for each item.

User Stories Dependencies

User Stories should have their dependencies added into JIRA - in order to assist creating and keeping up-to-date the User Story roadmap and Gantt chart.

Workflow

JIRA workflow states and transition labels are shown below:

From	Transition		To
TO DO	Begin No Screen	→	IN PROGRESS
IN PROGRESS	Review No Screen	→	IN REVIEW
IN REVIEW	Bug Fixes No Screen	→	IN PROGRESS
	Complete No Screen	→	DONE
DONE	There are no transitions out of this status		

DoR - Definition of Ready

For an issue to be considered ready, it must satisfy the following requirements:

1. The story should be written exactly in the ‘user story’ format and added to the User Stories page;
2. The story should be created in the appropriate Epic in JIRA and added to the backlog;
3. It must have an acceptance criteria written and added to the Acceptance Criteria page;
4. Acceptance criteria must be understood by the team; and
5. The team must estimate the story during a sprint planning meeting.

DoD - Definition of Done

For an issue to be considered done, it must satisfy the following requirements:

1. Code is peer-reviewed;

2. Code is commented;
3. Code is checked in to trunk;
4. Code is deployed to test environment;
5. Code passes all testing listed on Testing and Quality Assurance;
6. End-user documentation is updated; and
7. Code is live on the production server.

References

[1] https://www.pmi.org/learning/library/agile-project-estimation-techniques-6110

Recycle Bin

10-03-2021

Github - Code Standards

Meeting Template

Project Overview

Reuse Plan

Meeting tasks