**Capstone Agenda**

Objective

All the information regarding the next two weeks to complete capstone.

Agenda:

|  |  |  |
| --- | --- | --- |
| **Date** | **Milestone** | **Due** |
| 11/5/2021 | Group Announcements |  |
| 11/8/2021 | Finalize Application Pitched | Noon |
| 11/8/2021 | 15-minute Pitch with Hemory and Riley (Outlook) | 1:30p - 3:00p |
| 11/8/2021 | Students:  Create Trello Board for Task Management Create Tasks/User stories for Week 1 Create GitHub repository Schedule Daily Standup | EOD |
| 11/9/2021 | Morning Standup Work on Tasks |  |
| 11/10/2021 | Morning Standup Work on Tasks |  |
| 11/11/2021 | Morning Standup Work on Tasks |  |
| 11/11/2021 | Complete Pull Request for Week 1 | EOD |
| 11/12/2021 | Schedule 30-minute Retro with Hemory and Riley | Noon |
| 11/13/2021 | Complete Week 2 Planning | EOD |
| 11/15/2021 | Morning Standup Work on Tasks |  |
| 11/16/2021 | Morning Standup Work on Tasks |  |
| 11/17/2021 | Morning Standup Work on Tasks |  |
| 11/18/2021 | Final Pull Request Completed | Noon |
| 11/18/2021 | Demo Day prep and Dry Run | 1p - 3p |
| 11/19/2021 | DEMO DAY! |  |

Capstone Checklist

* Decide on your Teams application
* Create a [Trello Board](https://trello.com/) and add Riley and Hemory
* Create a Teams Chat and add Riley and Hemory
* Plan your MVP and break down the work into tasks for Week 1
* Add tasks to [Trello Board](https://trello.com/) and divvy up work
* Decide/Schedule a Daily Standup
* Review this quick training on [GitHub Collaborating](https://www.youtube.com/watch?v=MnUd31TvBoU)
* Review Stand Up Expectations
* Review Planning Expectations
* Review Retro Expectations
* Create a new repository in GitHub for your team
  + Naming Convention DB6\_Capstone\_G#
  + Choose an owner and have them add all team members as collaborators
  + Make sure everyone clones the repo and is able to push and pull

**Stand Up Expectations**

The stand up meeting is a quick opportunity for the team to discuss the progress of the project at a high level.

Best Practices

* No longer than 15 minutes
* Each person gives a sentence or two on the following
  + What did you complete yesterday?
  + What do you plan on working on today?
  + Any roadblocks or obstacles stopping you from comepleting your tasks?

**Planning Expectations**

Agile technology teams typically break up the year in to sprints. Sprints are short time frames typically around two weeks where teams plan what work they can complete in that time frame, create a backlog of work, and divvy up tasks to all team members.

We will work in one week sprints where you will do the same. Plan out the work to be done in that week, add the TODO items to your Trello board, and agree to who will complete the work as a team.

The following is an example of a Trello board for a Book Application:

Graphical user interface

Description automatically generated

**Board Components:**

**Backlog** – This is work that is not currently assigned but is planned to be done in future sprints

**To Do** – This is active work to be done in the current sprint

**In Progress** – This is work that is currently being worked on

**Done** – This is all the work that has been completed

**User Stories**

Notice that each task is written in the format of:

*“As a \_\_\_\_, I would \_\_\_\_\_, so that \_\_\_\_.”*

This format allows you to put your self in the clients shoes, explain the desired feature, and expresses the desired functionality.

User Stories explain the entire feature to be completed but often has individual tasks that need to be done to complete the entire user story.

As you are planning out your work, try and use this framework to get practice in how we work on technology teams here in the FOC.

**Retro Expectations**

The retro is an opportunity to refflect on the previous sprint. Think about team processess, teams wins, and team opportunities. These are things we either want to imporove upon in future sprints or continue doing.

We will also use this time as an opportunity to demo your apps progress with the client. Please make sure you schedule a retro at the times suggested in the agenda and invite the Program Managers.