SCRUM Document

## Introduction

The SCRUM document contains the creation of templates, meeting minutes, organizing and scheduling of weekly/daily stand ups. Each team member adopted and participated in the SCRUM process. The SCRUM process shows the steps taken to overcome the team challenges

# Meeting 1 – Monday 30th July 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy Barnes (notified team), Jack Glendenning (did not notify team)

## Items Discussed

### How will the database be kept?

**Details**

Documentation on blackboard shows that it is an excel file. We could convert it to an SQL database that connects to the Django web application that we will develop.

**Actions**

Need to look at data to understand what cleaning will need to be done.

### Internal or public application?

**Details**

Create the application as an internal tool, via login, before adding possible public functionality.

**Actions**

Begin researching and understanding the Django framework.

## Completed During Meeting

* Looked over and discussed features.
* Finalised team agreement.
* Looked at data in excel document.
* Discussed first sprint task and reviewed the exemplar.

## Questions for Workshop

* Clear up employee login details.

## To Do

* Submit team agreement (contact Jack).
* TJ – Send features through.
* Everyone – Look through stories PowerPoint under the first assessment item.
* Go through the data in the workshop.

# Meeting 2 – Monday 6th of August 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jack Glendenning (did not notify team)

## Items Discussed

### Do user stories meet the INVEST criteria?

**Details**

Looked over user stories the group members had completed.

**Actions**

Need to confirm with Prakash that they follow the correct structure.

### Go through data and consider database platform.

**Details**

Examined the data, Jeremy created SQL table, inconsistencies were noted and some assumptions were formed about the data and how it should be treated.

**Actions**

Keep working on tidying the data up and look at how to link to Django next Monday meeting.

## Completed During Meeting

* Jeremy – Created several SQL tables.
* Group – Discussed inconsistencies in data and made assumption about how to treat some aspects.
* Client (Wenona) confirmed that the most recent address per customer can be used, and customers with incorrect dates of birth will be updated based on their address.

## Questions for Workshop

* Making assumptions and changes are confirmed only with the client (Wenona)?
* Check with Prakash that our user stories are on track.

## To Do

* Setup database infrastructure for commercial vehicles.
* Friday workshop – Django skeleton framework, push to Github.
* Everyone – read through the release sprint exemplar and create a template.

# Meeting 3 - Monday 13th of August 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Bree Kirr (did notify team)

## Items Discussed

### Do the user stories have appropriate acceptance criteria to meet the CRC facts?

**Details**

Went through each user stories and discussed the acceptance criteria.

**Actions**

Need to read through all acceptance criteria and ensure that the group has a mutual understanding of the site and database.

### 2. Go through data and confirm user stories.

**Details**

After discussing the acceptance criteria, some user stories could be removed.

**Actions**

Keep only the relevant user stories.

## Completed During Meeting

* Group – Discussed all acceptance criteria notes and recorded any assumptions regarding the data.

## Questions for Workshop

* Check with Prakash that the user stories and acceptance criteria are correct.

## To Do

* TJ - Create acceptance criteria document
* Everyone – Go through each user story/acceptance criteria and make comments/corrections.
* Everyone - Begin working on the release sprint document.

# Meeting 4 - Friday 17th of August 2018 (morning)

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy Barnes (notified team),

## Items Discussed

### Do the user stories have appropriate acceptance criteria to meet the CRC facts?

**Details**

Went through each user stories and discussed the acceptance criteria.

**Actions**

Need to read through all acceptance criteria and ensure that the group has a mutual understanding of the site and database.

### 2. Go through data and confirm user stories.

**Details**

After discussing the acceptance criteria, some user stories could be removed.

**Actions**

Keep only the relevant user stories.

## Completed During Meeting

* Group – Discussed all acceptance criteria notes and recorded any assumptions regarding the data.

## Questions for Workshop

* Check with Prakash that the user stories and acceptance criteria are correct.

## To Do

* TJ - Create acceptance criteria document
* Everyone – Go through each user story/acceptance criteria and make comments/corrections.
* Everyone - Begin working on the release sprint document.

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# Meeting 5 - Friday 17th of August 2018 (afternoon)

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy Barnes (notified team)

## Items Discussed

### Do the story points match each user story appropriately?

**Details**

Went through all user stories and discussed the acceptance criteria. Decided on the weight of each user story (as per planning poker).

**Actions**

Divided a user story into two user stories. Need to finalise acceptance criteria.

### 2. Planning each sprint according to the team’s velocity.

**Details**

Developed the first sprint as per the team’s velocity of 16 user story points/sprint.

**Actions**

Need to move some user stories into Sprint 2 as well as Release 3.

## Completed During Meeting

* Group – Determined the velocity
* Finalised the first sprint

## Questions for Workshop

* Check with Prakash that the user stories and acceptance criteria are correct.

## To Do

* Kirsten: create user story titles and intro paragraphs for user stories 1-9
* Bri: create intro paragraphs for user stories 10-17
* Jeremy: Continue working on the database
* TJ: Transform acceptance criteria into bullet points
* TJ: Make sure user stories and acceptance criteria slides match the release and sprint plan
* Wenona: transfer user stories to powerpoint, ensure release plan meets all requirements (includes velocity, appropriate estimates etc).

# Meeting 6 - Monday 20th of August 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: -

## Items Discussed - Revising from last week

### Do the story points match each user story appropriately?

**Details**

Went through all user stories and discussed the acceptance criteria. Decided on the weight of each user story (as per planning poker).

**Actions**

Divided a user story into two user stories. Need to finalise acceptance criteria.

### 2. Planning each sprint according to the team’s velocity.

**Details**

Developed the first sprint as per the team’s velocity of 16 user story points/sprint.

**Actions**

Need to move some user stories into Sprint 2 as well as Release 3.

## Completed During Meeting

* Group – Determined the velocity
* Finalised the first sprint

## Questions for Workshop

* Check with Prakash that the user stories and acceptance criteria are correct.

## To Do

* **TJ: Go over acceptance criteria (DONE)**
* Everyone: read over intro paragraphs in release
* Wenona: create intro paragraph (goals)
* Notes on ppt will be ‘testable’ criteria from INVEST and assumptions
* Jeremy: Continue working on the database
* Wenona: transfer user stories to powerpoint, ensure release plan meets all requirements (includes velocity, appropriate estimates etc).

# Meeting 7 - Friday 24th of August 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: (notified team)

## Items Discussed

### 1. Check Database

**Details**

The initial database file was checked. Tables and fields were also discussed.

**Actions**

Populate database

### 2. Read over, confirm, and submit user stories

**Details**

User stories were double checked with Prakash before submission.

**Actions**

Submit user stories.

## Completed During Meeting

* Database checks

## Questions for Workshop

* Review user stories.

## To Do

Submit user stories.

# Meeting 8 - Monday 27th of August 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: (notified team)

## Items Discussed

### 1. Web Application Framework

**Details**

The skeleton web framework was established in order for development to begin.

**Actions**

The group needs to become more familiar with the Django framework.

### 

### 2. Database Population

**Details**

The database file was checked to ensure that it was populated.

**Actions**

Next step will be connecting the database to the framework.

### 3. Artefacts for Week 7 and Personal Portfolios

**Details**

A document was created to split artefacts per person so it was clear who was doing what.

**Actions**

Each member needs to continue working on their artefacts to contribute to the project.

## Completed During Meeting

* Web application framework - TJ
* Database - Jeremy

## Questions for Workshop

* Justifying web based application instead of desktop application?
* Team retrospective each person does individually and submit as team?
* Can we have user stories as artefacts?
* Jira use and set up?

## To Do

* Work on artefacts for week 7 submission.

# Meeting 8 - Friday 31st of August 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: (notified team)

## Items Discussed

### 1. Diagram Artefacts

**Details**

Discussed how the diagram artefacts were progressing. Each team member briefly explained their diagram and received feedback.

**Actions**

Complete diagrams.

## Completed During Meeting

* Feedback on diagrams

## Questions for Workshop

* N/A

To Do

* Jeremy - data flow diagram
* Kirst and Bri - Component
* Wenona - Architecture justification
* TJ - Logical and physical diagrams

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# Meeting 9 - Monday 3rd September 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. Team Retrospective

**Details**

Discussed how to approach team retrospective.

**Actions**

Confirm questions in workshop. Is it done individually or as a team?

### 1. Personal Artefacts

**Details**

Discussed what level of detail artefacts needed to contain.

**Actions**

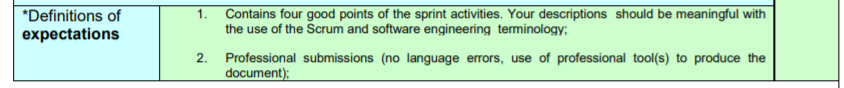
Confirm in workshop with Prakash.

## Completed During Meeting

* Discussed team retrospective
* Discussed completed artefacts

## Questions for Workshop

* What is this for team retrospective?



To Do

* Divide up artefacts
* Finish and add artefacts to drive
* Finalise design
* Start coding next week

# Meeting 10 - Friday 7th September 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

### 1. Clarified Team Retrospective

**Details**

Clarified how team retrospective would be delegated amongst team. Wenona volunteered to produce the first iteration.

**Actions**

Begin work on retrospective format.

### 2. Clarified Artefacts

**Details**

Clarified from the workshop on Friday what was needed to be done for the personal artefact document.

**Actions**

Begin dividing up artefacts and working on tasks.

## Completed During Meeting

* N/A

## Questions for Workshop

* N/A

To Do

* Divide up artefacts
* Finish and add artefacts to drive
* Finalise design
* Start coding next week

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# Meeting 11 - Monday 10th September 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. Divided Artefacts

**Details**

Divided up artefacts so that each member was aware of what they needed to contribute to the project for the first sprint.

**Actions**

Complete individual artefacts.

## Completed During Meeting

* Separation of artefacts.

## Questions for Workshop

* N/A

To Do

* Write up artefacts

# Meeting 12 - Friday 14th September 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. Troubleshoot Development Environments

**Details**

Several group members were experiencing issues with their development environments and could not run the project.

**Actions**

The group worked together to see if a solution could be reached.

### 1. Sprint and Release Plan First Iteration

**Details**

Monitor development of sprint and release plan.

**Actions**

Document needs to be completed and checked with Prakash

## Completed During Meeting

* Kirsten’s environment began working
* Taylor’s environment was already working
* Wenona’s environment could not be created due to system issues with her system python version.

## Questions for Workshop

* Talk to Prakash about possible work arounds
* Talk to Prakash about the layout of the Sprint and Release Plan

To Do

* Keep trying on Wenona’s machine
* Keep working on Release and Sprint Plan

# Meeting 13 - Monday 17th September 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. Sprint and Release Plan monitoring

**Details**

Monitor development of sprint and release plan, check modified sections, and check velocity calculations with changes from last week.

**Actions**

Document needs to be completed and checked with Prakash.

### 1. Check Development Environments

**Details**

Still no luck with the development environments, python install errors?

**Actions**

Need to attend stimulate and see if there are any solutions to this problem.

## Completed During Meeting

* Release and sprint plan formatting.

## Questions for Workshop

* Wording for several sections of release and sprint plan.

To Do

* Complete release and sprint plan
* Check with Prakash
* Attend stimulate for help

# Meeting 14 - Friday 21st September 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. Verify that all components are connected in Django

**Details**

Show mysql connection to database and test example queries

**Actions**

Ensure all tests pass and return data from the database.

### 1. Release and Sprint Plan Submission

**Details**

Check final draft with Prakash and make final edits.

**Actions**

Submit release and sprint plan!

## Completed During Meeting

* Confirmed final draft with Prakash

## Questions for Workshop

* N/A

To Do

* Submit release and sprint plan

# Meeting 15 - Friday 5th October 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. HTML Pages and Needed Elements

**Details**

The group discussed the HTML pages that were implemented and what would replace the components acting as placeholders of these static pages.

**Actions**

Brainstorm and list what components will be replaced and by what so that they can be developed.

## Completed During Meeting

* Looked over static HTML pages
* Determined some components to replace placeholders

## Questions for Workshop

* N/A

To Do

* Continue developing components to add to website

# Meeting 16 - Monday 8th October 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. Connected Pages and Server Running

**Details**

Taylor demonstrated that the pages were now linked and working in the Django web framework.

**Actions**

Implement back end components to complete searches and return results.

## Completed During Meeting

* Testing of navigation through pages

## Questions for Workshop

* N/A

To Do

* Configure queries and searches
* Configure employee login

# Meeting 17 - Friday 12th October 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. Admin Page and Login

**Details**

The admin page and login form for employees was demonstrated to the group.

**Actions**

Continue development of components and test throughout to ensure that all components are functional.

### 1. Minor Database Updates

**Details**

Models and fields in the database were updated with correct primary keys so that the admin page was operational.

**Actions**

Continue development of components and test throughout to ensure that all components are functional.

## Completed During Meeting

* Testing and demonstration of admin page and login

## Questions for Workshop

* N/A

To Do

* Begin working on search queries

# Meeting 19 - Monday 15th October 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. First Query Attempt

**Details**

Kirsten and Taylor worked together on Kirsten’s first iteration of one of the search queries. Kirsten’s development environment had stopped working and the queries needed to be tested on Taylor’s machine. The queries did not work but required some minor changes.

**Actions**

Kirsten and Taylor to follow up on development of queries and ensure that they function correctly.

### 2. Session Restrictions and Middleware

**Details**

Taylor demonstrated how the middleware redirects anonymous users to the sign in page to prevent customers from accessing employee sites and the admin page.

**Actions**

Continue development of components and test throughout to ensure that all components are functional.

## Completed During Meeting

* Researched how to correct first query attempt
* Demonstrated anonymous user access restrictions

## Questions for Workshop

* N/A

To Do

* Correct queries and implement working searches

# Meeting 20 - Friday 19th October 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. First Search Function

**Details**

The first working search function was demonstrated to the group.

**Actions**

Minor changes to the fields to make sure that none are required so that searches can return all values at the same time.

### 1. Written Test Cases

**Details**

Wenona showed the updates made to the written test cases.

**Actions**

Continue to implement written test case scenarios for the various sections and components of the website.

## Completed During Meeting

* Demonstration of first search function
* Worked on implementing more written test case scenarios

## Questions for Workshop

* N/A

To Do

* Change all fields to non-required to allow a search for everything
* Implement all other search queries

# Meeting 21 - Monday 22nd October 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy (notified team)

## Items Discussed

### 1. Employee and Customer Car Search Functions

**Details**

Kirsten had completed test cases locally on her machine, as her environment was not working, and pushed them to the repository. These searches were minorly fixed in collaboration with Taylor in order to make them work on a functioning development environment.

**Actions**

Finish implementing all remaining search functions.

### 1. Employee and Customer Car Search Functions

**Details**

Revise sprint documentation to ensure that all tasks, estimated completions, team retrospective, and velocities are up to date for Friday’s presentation.

**Actions**

Finish revised sprint and release plan documentation.

## Completed During Meeting

* Demonstrated all working search functions
* Revised sprint 2 documentation and team retrospective

## Questions for Workshop

* N/A

To Do

* Refine project for friday and prepare all documentation relevant for the second sprint

# Meeting 22 - Friday 26th October 2018

**Scrum Master**: Taylor Bindon

**Absent Members**: Jeremy absent for meeting, present at presentation

## Items Discussed

### 1. Test Cases and Website Operation

**Details**

Automated test cases demonstrated that all tests passed and the implemented functionality of the website worked correctly.

**Actions**

Re-test during presentation to demonstrate all components work correctly

### 1. File Locations

**Details**

Discussed file locations so all group members where clear on where all the files were stored.

**Actions**

Need to move all files to google drive, download, then add to Github.

## Completed During Meeting

* Fully automated website tests

## Questions for Workshop

* Presenting today!

To Do

* Present and submit!!!
* Finish and add artefacts to drive

# Room Bookings

Table 1: Room Booking Information for Monday meetings

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Room** | **Time** | **Notes** |
| 30/07/18 | V509 | 12:00 - 2:00 |  |
| 6/08/18 | V503 | 12:00 - 1:00 | We can hang around and see if the people who booked the room after turn up. |
| 13/08/18 | V505 | 12:00 - 1:00 | We can hang around and see if the people who booked the room after turn up. |
| 17/08/18 | V505 | 8:00 - 10:00 am |  |
| 20/08/18 | V505 | 12:00 - 1:00 | We can hang around and see if the people who booked the room after turn up. |
| 27/08/18 | V502 | 12:00 - 2:00 |  |
| 3/09/18 | V503 | 12:00 - 2:00 |  |
| 10/09/18 | V503 | 12:00 - 2:00 |  |
| 17/09/18 | V505 | 12:00-1:00 |  |
| 24/09/18 | V505 | 12:00 - 2:00 | No Meeting |
| 1/10/18 |  |  | No Meeting |
| 8/10/18 | V507 | 12:00-2:00 |  |
| 15/10/18 | V504 | 12:00-2:00 |  |
| 22/10/18 | V502 | 12:00-2:00 |  |