

Weekly Sprint Planning

2020-05-01 /10:00-11:30 / Zoom

THEMES	WEEKS	DATES	GOALS
Investigation and Data Prep	3	27 April - 14 May	Identify project objectives and key data features + understand data dictionaries + transform data for machine learning task.
Model	1	15 - 21 May	Develop a classification model to apply group tags to end uses for the Pharmacy building.
Model	1	22 - 28 May	Validate and evaluate models.
Scale	1	29 May - 4 June	Expand the model to other UBC buildings + complete User-Acceptance Testing + UBC mid-term presentation
Analysis	1	5 - 11 June	Identify conclusions + create visualizations of results
Wrap-Up	2	12 - 26 June	Final report + package final code + UDL final presentation + UBCO final presentation
Total Weeks	9		

1. What was our goal/theme from last week?

Goal: INVESTIGATION AND DATA PREP

2. Which tasks did we complete?

- Discussed tools for collaboration and organization
- Created file sharing drive
- Created templates for meetings and presentations
- We started working on the proposal
- Researched methods of addressing the problem
- Developed first draft of a schedule
- Set up recurring meetings with UDL
- Asked UDL clarifying questions
- Set up Jira (started Kanban board)
- Developed a sprint planning process
- Developed weekly retrospective process
- Developed internal weekly schedule plan

- **Developed project overview flowchart**
 - **Data exploration**
3. Was there anything stopping us from finishing specific tasks?
- **Additional detail required on the minimal viable product**
4. What tasks are still in progress?
- **Proposal writing**
 - **Researching solutions**
 - **Defining the problem (identify project objectives)**
 - **Data exploration**
 - **Preparing the weekly presentation**
5. Are there any changes that need to be made?
- N/A for now
6. What is our goal/theme for this week?
- Goal:** Data preparation
7. What tasks need to be added/replenished to the Backlog?
- **Finalize proposal**
 - **Explore potential feature engineering**
 - **Finalize GitHub workflow plan**
 - **Test different models and feature mapping**
 - **Select relevant features**
 - **Export data to large master dataset**
 - **Transform data**
 - **Aggregate data**
8. What tasks are most important and should be pulled from Backlog to In progress?
- **Finalize proposal**
 - **Finalize GitHub workflow plan**
9. Are there any dependencies between In Progress tasks?
- a. If so, how will that be organized?

- Identifying project objectives (everything somewhat depends on this)

10. Who is going to be assigned to which tasks and update Jira progress?

Person	In progress Tasks	New Tasks
Claudia	<ul style="list-style-type: none"> • Draft Proposal • Data Exploration • Defining the Project Problem 	<ul style="list-style-type: none"> • Finalize Proposal
Connor	<ul style="list-style-type: none"> • Research Problem Solutions • Draft Proposal • Data Exploration • Defining the Project Problem • Export data to master data set 	<ul style="list-style-type: none"> • Finalize Proposal
Eva	<ul style="list-style-type: none"> • Draft Proposal • Data Exploration • Defining the Project Problem 	<ul style="list-style-type: none"> • Finalize Proposal • Develop Workflow Document
Alex	<ul style="list-style-type: none"> • Draft Proposal • Develop Project Overview Flowchart • Data Exploration • Defining the Project Problem • Prepping Tuesday's Presentation 	<ul style="list-style-type: none"> • Finalize Proposal • Finalize GitHub Workflow