

# Workflow Processes

*UBC Urban Data Lab Capstone*

## OVERVIEW & PURPOSE

To plan how our team operates and manages tasks for the duration of the project. This document is for our team to reflect upon this as the projects unfold.

## Weekly Meeting Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00 AM	Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up
11:00 AM					
12:00 PM	Meeting prep for Scott	Meeting with Scott (12:20)		Retrospective Meeting	Sprint Planning & Meeting Prep
1:00 PM					
2:00 PM					
3:00 PM					Meeting with UDL
4:00 PM					
5:00 PM					Post UDL meeting & update kanban board
6:00 PM					

## Meeting Processes

- Eva handles scheduling of meeting logistics
- Meetings Flow
  - Go through agenda
  - Connor leads meetings
  - Eva writes notes for client meetings

## Tools

- Communication
  - Slack for our own workspace
  - Zoom for all meetings

- Collaboration
  - Google Drive for us and client-sharing
  - Google Suite for simultaneous collaboration
- Code Sharing
  - GitHub for code sharing and capstone submissions
- Project Management
  - Jira for Kanban board
  - Google Sheets for Logs

## Communication

- Have our own Slack workspace to communication within team
  - Create separate channels for the type of discussions (client meetings, kanban, daily stand up, proposal, spring planning)
- Use UDL's workspace to communicate with the client

## Daily Stand Up

- Review what did we do yesterday, what will we work on today, am I blocked by anything

## Sprint Planning

- Sprint Planning (agile approach)
  - Go through agenda
  - Eva adds new Jira tickets + assignment during the discussion
  - Ask if anyone wants to be assigned a ticket or already started on one
- Jira kanban
  - Adding a task in the middle of the sprint, how to deal with that?
  - 1-week sprints from Friday-Thursday
  - Use Description for finalized information/updates
  - Use Comment for messenger type instances
- Retrospective
  - Go through retrospective questions

## GitHub Workflow

- Still researching the best method