**Sprint Planning Report**

Coming from the previous sprint and recognizing where we had met our goals and not for Sprint 1, the group implemented a number of changes to work and meeting schedules, as well as a shift in focus to primarily catch features up to date coming from the last sprint up to now.

In particular, this sprint included a number of improvements to team communication practices. Meetings to discuss projects features, assignments and otherwise expanded from at least once at week to at least 3 times a week. Furthermore, following Scrum meeting practices, the group convened for 10-15 minutes every weekday morning to discuss work plans for the day. In these daily standup meetings, each member kept their updates brief and stated work advancements from the previous work day, plans for the current day and requests for guidance and assistance.

Most work completed in this sprint sought to improve on the code left unpolished in Sprint 2, as well as introduce backbones to core features that will be expanded on moving into Sprint 3. These features include completing timer and base reminder functionality, introducing and mostly completing search functionality, and beginning work on profile functionality. There was also a more concerted effort to document code.

Alongside work, the group also worked towards catching all members up to speed with the utilized frameworks, and many meetings were dedicated to just learning new modules and coding techniques.

**Sprint Meetings**

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| **Date:** February 19, 2021 |
| **Daily Standup:**   * All: Begin thinking of roles to take on for this sprint |
| **Meeting Duration:** 8:30pm – 10:00pm |
| Key Points of the Meeting:   * Revised and delegated roles for current sprint (30 min) * Discussed requirements and needs for future features (time and help) (15 min) * Discussed longstanding issues with reminder timezone issues (30 min) * Worked on group assignment (15 min) |

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| **Date:** February 20, 2021 |
| **Daily Standup:**   * Bryan, Adi: Working on reminder issues * Syed: Working on timer * Nataly: Working on notes * Saim: Beginning research on database implementation |

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| **Date:** February 21, 2021 |
| **Daily Standup:**   * Bryan, Adi: Working on reminder issues * Syed: Working on timer, reminders * Nataly: Working on notes * Saim: Continuing research on database implementation, reminders |
| **Meeting Duration:** 9:30pm – 11:30pm |
| Key Points of the Meeting:   * Resolved longstanding issues with timezones (1 hr) * Began discussion and implementation of database-oriented storage of object data (45 min) * Worked on group assigment (15 min) |

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| **Date:** February 22, 2021 |
| **Daily Standup:**   * Bryan, Adi: Updating reminders to use more accurate timing * Syed: Working on timer, same as reminder * Nataly: Working on notes, beginning to update group reports * Saim: Beginning writing code on database implementation |

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| **Date:** February 23, 2021 |
| **Daily Standup:**   * Bryan, Adi: Documenting changes in reminders * Syed: Working on timer, reminders * Nataly: Working on notes * Saim: Continuing development on database implementation |
| **Meeting Duration:** 10:00pm – 11:30pm |
| Key Points of the Meeting:   * Documenting and reiterating over code (30 min) * Further discussion on database tools and necessities (30 min) * Completed group assignment (30 min) |

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| **Date:** February 24, 2021 |
| **Daily Standup:**   * All: Continuing to document code * Adi, Saim: Working on DB implementation |

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| **Date:** February 25, 2021 |
| **Daily Standup:**   * All: Continuing to document code * Adi, Saim: Working on DB implementation |
| **Meeting Duration:** 10:00pm – 11:30pm |
| Key Points of the Meeting:   * Discussion of notes feature (30 min) * Involved discussion and showcase of progress with DB implementation (1 hr) |

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| **Date:** February 26, 2021 |
| **Daily Standup:**   * All: Continuing to document code * Adi, Saim: Working on DB implementation |
| **Meeting Duration:** 8:00pm – 10:00pm |
| Key Points of the Meeting:   * Further discussion and development with DB implementation (2 hr) |

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| **Date:** February 28, 2021 |
| **Daily Standup:**   * All: Continuing to document code * Adi, Saim: Completing DB implementation |
| **Meeting Duration:** 10:00pm – 11:00pm |
| Key Points of the Meeting:   * Completing DB implementation and beginning incorporation with existing objects (1 hr) |

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| **Date:** March 1, 2021 |
| **Daily Standup:**   * All: working on incorporating DB implementation into existing code |

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| **Date:** March 2, 2021 |
| **Daily Standup:**   * All: working on incorporating DB implementation into existing code |

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| **Date:** March 3, 2021 |
| **Daily Standup:**   * All: working on incorporating DB implementation into existing code |

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| **Date:** March 4, 2021 |
| **Daily Standup:**   * All: Minor bug fixes, consider future features to work on * Saim: Beginning research into search function implementation |
| **Meeting Duration:** 10:00pm – 11:30pm |
| Key Points of the Meeting:   * Discussed next steps to prepare for sprint end next week (new features) (30 min) * Worked on group assignment (1 hr) |

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| **Date:** March 5, 2021 |
| **Daily Standup:**   * All: Bug fixes and research into tools for searches/other FRs * Syed: Returning to work on timer improvements, embed research (help from Saim) * Saim: Continuing work on search function implementation |
| **Meeting Duration:** 9:00pm – 10:30pm |
| Key Points of the Meeting:   * Discussing requirements for search functionality (necessary return values) (1 hr) * Walking through search function development utilities (30 min) |

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| **Date:** March 6, 2021 |
| **Daily Standup:**   * All: Bug fixes and documentation * Syed: Embed research (help from Saim) * Saim: Continuing work on search function implementation |
| **Meeting Duration:** 9:00pm – 10:30pm |
| Key Points of the Meeting:   * Completed search functionality (1 hr) * Live code reviewing and design discussion (30 min) |

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| **Date:** March 7, 2021 |
| **Daily Standup:**   * Syed: Continuing embed implementation * Nataly: Concluding note development (help from Saim) * Bryan: Investigating recurring reminder ideas * All: Continuing code review and improvement |

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| **Date:** March 8, 2021 |
| **Daily Standup:**   * Syed: Beginning profile commands implementation * Nataly: Concluding note development * All: Continuing code review and improvement |

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| **Date:** March 9, 2021 |
| **Daily Standup:**   * Syed: Continuing profile commands implementation * Nataly: Concluding note development * All: Continuing code review and improvement |

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| **Date:** March 10, 2021 |
| **Daily Standup:**   * Syed: Working on embed, new ticket implementation   All: Continuing code review and improvement, documentation |
| **Meeting Duration:** 9:00pm – 10:30pm |
| Key Points of the Meeting:   * Outlined specifications for ticket implementation (1 hr) * Embed creation and usage walkthrough (30 min) |

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| **Date:** March 11, 2021 |
| **Daily Standup:**   * Syed: Updating timers, profile, config with new constants, containers and features * Bryan, Adi, Saim: Reminders verification * Nataly: Note verification |

**Retrospective Meeting**

Date: 3/12/21 9:00pm – 11:00pm

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| **Start Doing** | **Stop Doing** | **Continue Doing** |
| · Detailed code reviews  · Verify the security of the code (hanging credentials, IDs, etc) | · Crunching before deadlines; spread work out better | · Paired programming sessions  · Group discussions and instruction sessions  · Time estimation of story points (tasks)  · Daily 10-minute meetings in the morning  · Consistent documentation and code walkthroughs |

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| **Successes** | **Failures** |
| · Completed fundamental features and updated UI significantly  · Documentation and help functions improving | · Last minute feature crunching  · Demo presentation past 10-minutes  · Some features left incomplete for the demo |