Team organization

We created a Google drive folder to store and share all files related to the Sprint 0. Core documents (pb.md, team-contract.pdf, summary.md and process.md) were created and finalized during the meetings. Other duties for sprint 0 were divided over team members and completed individually or in small teams. The workload was distributed as following:
- Anand: summary.md, personas.md, pb.md
- Ben: pb.md, personas.md, done.md
- Kevin: competition.md
- Song: UX, summary.md
- Sasha: personas.md, process.md, pb.md
- Yiffy: UX, summary.md
- Wisam: process.md, done.md, pb.md

After a document was completed, the team went over them to ensure it was correct. The basis for which team member did what task was voluntary, so everyone got to choose from the tasks available what they wanted to do. People who didn't choose a task or completed their task ahead of time were pulled in to help others.

We used a simple to-do list on the top of each of the documents to keep track of what we still needed to do. We also used a spreadsheet to keep track of which team members had reviewed and approved documents. Also, two members of our team collaborated on Figma to create a UI.

Meetings

We held meetings every other day (or more frequently, if needed) on the Discord server, where we worked together on the documentation and addressed any issues or concerns that arose. In total, we had 8 meetings, where we initially discussed how we should divide the work we wanted to complete for the day and then worked on the tasks while we stayed in the meeting. This allowed us to have smooth communications between all members. Jeremy (TA) was also present during each meeting so that we can address any problems or questions we had regarding this phase.

Decision making

Decisions were made collectively. After the initial round of voting, if team members had different points of view, everybody expressed their opinion. Usually at the second round of voting the decision was made. Decisions are made only if everybody on the team agrees with it, or most members agree and others think that it is reasonable. Before the end of every meeting everyone provided an estimate as to how much work was left for their specified tasks. This way we were able to plan and organize our future meetings (ie. If everyone has a lot of work left by the end of the meeting/working session we can organize another full working session. On the other hand if someone has just a bit of work left then maybe they can finish it on their own time or everyone would agree on another shortened working session). Towards the end of the

phase we also made a spreadsheet where each team member had to sign off on each document before submitting.

Prioritizing user stories

We divided our user stories into 4 categories based on their priority:
- Highest:
    - These user stories are must-haves. They correspond to core elements of our application. Without these user stories it is impossible for an application to satisfy the requirement of the client. The team must ensure that these get completed and function perfectly
- High
    - These user stories add onto the backbone features of the application by providing additional important functionality. Without these, the app could function, but would not meet our clients requirements.
- Medium
    - These user stories are nice-to-haves. They are not critical, but having them would improve the UX or make the application more usable
- Low
    - These user stories correspond to small nuances that would make the application better
- Lowest
    - We defined lowest priority as something that could be done if we have additional time, but that does not add a lot of value to the application

On average it took us 2 rounds of voting to agree on priority of specific user story (as it is described in decision making).

Next phase

During Sprint 0 we faced the following issues:
- We made a mistake by prioritizing summary.md over personas.pdf. As a result, we could not complete use cases for summary.md, without first completing the personas.pdf. In subsequent sprints we will make sure to properly order the compilation of tasks
- Related documents were sometimes completed by different people and they did not match. In subsequent sprints we will make sure that people working on similar tasks stay on top of each other's work
- UX was one of the biggest tasks, however, because of the limitations of Figma(a tool for design mockups), only two people could collaborate on it. We realized at the end of Sprint that we can apply for Student Figma licenses enabling all of us to collaborate at the same time. This slowed down the overall flow of sprint 0. In subsequent sprints we will ensure that the work is divided evenly across team members to improve the team's performance