

# PQVP Sprint 1 Review

Thursday, February 16, 2018

Ankur, Ameet, Nishant, Eric, David, Ned, Ean, Jeff, Meredith

We held the project kick-off on 2/13

Team has read through the Pre-RFI, RFI, pre-proposal notes/documents/etc.

We have identified the tech stack and open source technologies

We have deployed the base code structure

Set up our GitHub repository

We have set up Heroku and the team has access to look around the base site

## <Ankur/Eric demonstrated the GitHub and reviewed the Tech Stack>

We discussed Resourcing for the project and core roles needed to be successful

We discussed the administrative response resourcing

We discussed core roles and secondary roles for the project against the labor categories

### Core:

Product Manager - Eric Scully

Technical Architect - Ankur Dhawran

Business Analyst – Ameet Joshi

Interaction Designer / User Research/ Usability Tester - John Carmean

Writer / Content Designer / Content Strategist - Meredith Ginsbach / Ned Dana

Visual Designer - JP Mattingly

Frontend Web Developer – Dmytro Kudriashov

Backend Web Developer - Lynda Wacht

Delivery Manager - Hank Chin

Agile Coach - Ean Darbo

### Secondary Roles:

Devops Engineer - James Moore

Security Engineer - Rick Sumrak

Digital Performance Analyst - Dave Teater

Full Stack Web Developer – Dima/Lynda/Nick

Data Scientist - Nishant Agrawal

We discussed responsibilities of each role type, including the product owner who is accountable and responsible for success of our prototype.

We discussed sprint calendar and daily scrum meetings, confirmed core participants

We discussed the US Digital Services Playbook and how we will align ourselves

Roundtable and conclusion: no major roadblocks/concerns at this time, everyone is clear on next steps.

# PQVP Sprint 2 Review

Thursday, February 22, 2018

Ankur, Dmytro, Ameet, Nishant, Eric, David, Ned

The team reviewed the US Digital Services Playbook and ensured we are documenting the process effectively in GitHub and in BaseCamp.

We discussed our user-centric tools including the interview template, usability testing guidance, and research of public tools/sites that have similar features/functionality that we identified from our user group discussions.

The team reviewed the different tools being used and ensured everyone has appropriate access and everyone is documenting their steps effectively.

Each time someone checks in code a build is run and sends an email

We are getting notifications when things do not pass as expected

We discussed our backlog and collaboration within Basecamp, ensuring the core requirements and enhancements are being addressed.

Ensured the team is using BaseCamp to update their progress and notify the team.

## <Ankur/Eric demonstrated the prototype>

We discussed the look and feel of the site, feedback from users to have a fresh look and feel (aligned with what CDT would expect)

We discussed user feedback and how it is being inputted into our product backlog

Discussed the interview template and our scheduled interviews to improve the prototype now that it has core functionality

We discussed usability tests being done tomorrow and capturing feedback for sprint 3

The team discussed sprint 3 goals and objectives against the backlog of requirements

Next sprint will be heavily focused on user roles, security, and implementation of workflows for our key roles.

Roundtable and conclusion: no major roadblocks/concerns at this time, everyone is clear on next steps.

# PQVP Sprint 3 Review

Friday, March 02, 2018

Ankur, Dmytro, Ameet, Nishant, Eric, David, Ned, John, JP, Meredith

Sprint 1 – Base setup

Sprint 2 – Core functions

Sprint 3 – TODAY – Security and Workflows

User feedback was a big portion of this sprint

We took feedback from interviews, usability tests, research to develop this sprint

Our backlog has grown after refining the new enhancements identified by our user groups

## <Ankur/Eric demonstrated the prototype>

We had John and JP in attendance today to go over the prototype with their feedback

We discussed feedback on the prototype and incorporation of new enhancements

We discussed the interview templates that were used and how they were effective/could be improved

We discussed the usability tests with the team and clarified workflow questions for ad-hoc testing of the prototype

We revisited key enhancements that were implemented to ensure they were met as defined

We discussed the administrative response and completion of forms this week

We discussed the schedule and remaining milestones

We discussed the process and lessons learned to-date

We reviewed remaining backlog enhancements which will be addressed in the next sprint.

Roundtable and conclusion: no major roadblocks/concerns at this time, everyone is clear on next steps.

# PQVP Sprint 4 Review

Friday, March 08, 2018

Ankur, Ean, Hank, Dmytro, Ameet, Nishant, Eric, David, Ned, John, JP, Meredith

Sprint 1 – Base setup

Sprint 2 – Core functions

Sprint 3 – Security and Workflows

Sprint 4 – Enhancements!

We discussed the sprints leading up to today's retrospective and how this sprint allowed us to do the 'fun stuff'.

While we took an iterative approach throughout the process, since we had a core system in place after sprint 3, we were really able to address our user's desires.

## **<Ankur/Eric demonstrated the prototype>**

The team discussed the new additions and also the concept of future enhancements – I.e. if we had another 4 weeks how we could further enhance the prototype

The team revisited the original requirements and confirmed that our prototype met the guidelines from CDT and addressed our user group feedback.

The team will do a debrief next week once final enhancements, bugs, etc. have all been addressed and we will sign off as a team.

Roundtable and conclusion: no major roadblocks/concerns at this time, everyone is clear on next steps.