**Appendix I – Rubrics and checklist for Part 1 Milestone 3 review: Project Status and UI Review. Use modification of this for M3 summary**

**Section: 04 Team: 05 Date: 11/08/2021**

**Number of students present: Courtney Radford, Andy Ouyang, Mohammad Khan, James Giatpaiboon, Ana Navarro, Jagjot Saggar**

**1.** ***UI and functionality feedback (P1 functions only)***

During the meeting, students will demonstrate to run your SW from deployment server**:**

- Test main user scenarios

- Show UI and usability: adherence to the feedback on UI mockup at M2, layout, flow, clarity, functionality etc.

Instructor will

- Check functionality and record issues/observe bugs

- Share comments on key UI implementation

- Verify Performance of web page

- Verify enough WWW pages are implemented and connected

**Students must** record meeting summary (use a scribe and Appendix I as template. Keep tracks of institutor’s comments). Then the team should meet to analyze feedback, prioritize and revise and plan to implement changes accordingly**. Also, immediately after the review the team must finalize P1 set of features and focus only on those from then on.**

· Instructor’s comments on functionality for your demo (should be filled after your demo on M3)

· Instructor’s comments on UI (should be filled after your demo on M3)

2. ***Brief review of coding, github, database etc.- write down items below and verbally explain it during the meeting if time is allowed***

a) *Branch policy*:

i) *How many branches are decided, and what would be the purpose for each branch*

We have 4 branches: main, backend, development, and frontend. The main branch is where we push all of our code that contains the final version of our project. The backend branch is where our members working on the backend portion of our project push their code before it is merged with the main branch. The frontend branch is where our members working on the frontend portion of our project push their code before it is merged with the main branch. The developer branch is used to serve as integration for any new features.

b) Code review policy

i) Who would be the reviewer?

Our team lead, Courtney, is our code reviewer.

ii) What are your team’s major review items to check?

Our team’s major review items are design, functionality and style. Having well-designed code is vital so that our code integrates smoothly with the rest of our system. Making sure that the program functions as intended is also important so that while the user is using the program there are no unexpected bugs. Lastly, having style guides that are clean and easy to follow is important so that our project looks good as well.

***3.*** ***Project status – write down the items below and verbally explain it during the meeting if time is allowed***

c) *Teamwork*: is the team working out, any related issues. (important)

i) The status of scrum meeting

It is important for all members to participate in most of activities (80-90%).

The team meets once per week outside of class and the majority of our members have attended most, if not all, of the meetings. We decide the time to meet every Monday during our class meeting to give everyone a chance to look at their schedules ahead of time.

d) *Risks*: all actual (not hypothetical) risks (schedule, technical, skills etc.) should be identified and either resolved or plans should be made to resolve them asap.

* Skills: Familiarizing ourselves with the tech stack and making sure that we are comfortable with it so that everyone in the team is able to complete their portions of the project
* Technical: Making sure that we are able to put everyone’s work together in a smooth manner without any bugs, and getting everyone to work on Github without any merge conflicts or other issues
* Schedule: Finding a time to meet that works for everyone
* Communication: Members not voicing issues early on and giving the team issues to resolve later on that could have been avoided

***4.*** ***List of P1 features committed for delivery***

**Please show the list of P1 features you are going to commit for the project. Once you set these at M3, you can not change during the rest of the semester.**

* Users can create and login to their accounts using a unique user id and password
  + User can sign up for a new account
  + User can sign in with their existing account
* User can logout of their account
  + User can safely logout
* Guest users, those who have not been verified, will only see gig listing previews. They will not be able to see full details or access our live scheduling system.
* User will have a profile (one of two categories: contractor, employer)
  + Users will have the option to create an account for contractors or employers
* User can edit and update their profile
  + User can change their personal description
  + User can change their profile photo and cover photo
  + User can change their account’s password
* Contractors can pick up, and drop shifts
  + Contractors can pick up shifts that will be taken down once a user has confirmed that they will be available for it
  + Contractors can drop shifts that no longer work for them
* Employers can create, open and close shifts
  + Employers can create shifts that contractors can pick up
  + Employers can open shifts that need to be picked up
  + Employers can close shifts that are no longer available so that they can be taken down from Shyft