Reporting and Dashboard Service Improvement
Team RDSI
Project Status Report 12
Sprint 6

Period ending:	July 28th, 2021

Team Members	Number of Units completed this week
Samara Flueck	1
Sunghwan Park	2

Client:	Government of British Columbia, Digital Investment Office

At the end of this week:

Number of units remaining in the project backlog	0
Number of units remaining in the sprint backlog	33
Number of units currently in progress	13
Number of units currently in review	0
Number of units completed this week	3
Number of new units identified (additional scope) this week	-17

Describe any tasks that could not be completed this week and how are these being addressed:

Task	How is this being addressed?
N/A	Nothing that couldn't be completed, just documents in progress.

Describe any long term (more than 1 sprint) tasks that cannot be completed and their impact:

Task	Impact
Import Project from Existing Quarterly Report	This was a 'pie in the sky' task that we thought we could implement in Sprint 5 but we decided to focus on other priorities. Will specify in handover docs instead.

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

Sprint 6 Planning Meeting

July 27th, 2021

This planning meeting was more informal than most. Less granular definition of tasks and more of a requirements list given.

Documentation to Complete for This Sprint

- Installation Guide
- Business Problems
- User Research
- User Journeys and Personas
- Frontend
  - Wireframes
  - Compilation Steps (Libraries and what to do if a library changes)
  - Flow Diagrams
  - State Diagrams
  - Technologies
  - Limitations & Considerations
- Database
  - Data Model
  - Backup & Restore Guide
  - Limitations & Considerations
- API
  - Technologies
  - CRUD Operations & Definitions
  - Limitations & Considerations
- DevOps
  - Deployment Guide
- Maintenance Guide
- Presentation Slides
- Refinine Prototyping in AdobeXD (not required, but nice to have)

Agree on Sprint Goal

- Ensure all of our work on ZenHub, TheyDo, Miro, etc. is captured in documentation.

- Polish presentation and demos.

1. **Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.**

Task	State	Resource	Effort Estimate
WSR 11 - Due 2021-07-23	Done	Samara	1
Project Progress Snapshot in Reports	Done	Sunghwan	2
User Journey & Personas Captured	In Progress	Samara	2
Process Flow Diagrams - Original Processes	In Progress	Samara	3
Process to Create/Edit a Project	In Progress	Samara	2
Backup & Restore Guide	In Progress	Sunghwan	5
WSR 12 - Due 2021-07-30	In Progress	Samara	1

8. Attach a picture of your completed burn up chart.

Sprint	Project Total Units	Estimated Units This Sprint	Completed This Sprint	Cumulative Completed	Estimated Trajectory
0	230	25	25	25	0
1	321	75	77	102	75
2	354	128	89	191	203
3	412	93	41	232	296
4	396	79	79	311	375
5	457	65	80	391	440
6	440	50	3	394	490

Project Total Units, Cumulative Completed and Estimated Trajectory