Reporting and Dashboard Service Improvement
Team RDSI
Project Status Report 4
Sprint 2

Period ending:	June 2nd, 2021

Team Members	Number of Units completed this week
Samara Flueck	17
Sunghwan Park	25
Skylar Kramer	1

Client:	Government of British Columbia, Digital Investment Office

At the end of this week:

Number of units remaining in the project backlog	**111**
Number of units remaining in the sprint backlog	**46**
Number of units currently in progress	**47**
Number of units currently in review	**5**
Number of units completed this week	**43**
Number of new units identified (additional scope) this week	**-116***

*Scope will increase again by the end of this sprint, but there has been a shift in backlog items based on information from recent stakeholder engagement.

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

Task	How is this being addressed?
Wireframes - Finance Analyst	This is a large task and Samara has begun revisions. She did not have enough time early on in the week to fully implement those revisions due to focusing her efforts on interviewing stakeholders and gathering information on users. Now that most of the interviews for this sprint have completed she will focus more time on completing them.
Wireframes - Submitter	Like with the Finance Analyst wireframes, this is a large task. Skylar has begun revisions but was awaiting information from the Submitter stakeholder interview on Tuesday. Will

	dedicate more time to these in the next week and Samara can assist in this task as well.
Business Problem Definition revision	Samara to do when she starts on setting up the GitHub Readme; this is a low priority task. She's just been a little busy with meetings and facilitating team & sponsor communication.

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

Task	Impact

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

Daily standup channel in Discord addresses what team has completed, is working on, and any blockers.

Daily Stand-Up			
Day	**Samara**	**Sunghwan**	**Skylar**
Thursday May 27, 2021	**What I accomplished yesterday:** - Worked on wireframes for finance analyst - Sprint review & retro with sponsors **What I am doing today:** - Continuing wireframes with a focus on finance analyst options - Cleaning up wireframes file to upload and send to Shashank - Sprint planning - Improve Kanban	**What I accomplished yesterday:** - Set up Jenkins - Write data models **What I am doing today:** - Continue writing data models - Continue writing SQL research report	**What I accomplished yesterday:** - Finished submitter wrieframes (1st draft) -Finished user stories **What I am doing today:** - Clean up wireframes - WSR 3
Friday May 28, 2021	**What I accomplished yesterday:** - Tidied wireframes and sent to Shashank and Robert - Sprint 2 planning (we are a couple days late due to long weekend and sponsor days off) - Started cleaning up cards on ZenHub - Worked out tasks for WSR 3 - set up Miro board for tying data model and wireframes together	**What I accomplished yesterday:** - Modelled master view **What I am doing today:** - Analyze data analyst's data usages - Continue writing SQL research report	-

	What I am doing today: - Finishing creating cards for sprint 2 on ZenHub - Attending consult with Jonas - Asking Camosun about $300 capstone fee form for sponsor - Preparing questions to fill out each of our personas - Further work on wireframes and UI - PDF Meeting notes and Agenda for WSR 3		
Monday May 31, 2021	**What I accomplished yesterday:** - Edited and submitted English practice presentation - Organized ZenHub cards for this sprint **What I am doing today:** - Preparing questions to send to David and Ronda - Working on Finance Analyst wireframes using revision notes from Friday's meeting	**What I accomplished yesterday:** - Write SQL research report **What I am doing today:** - Write Dockerfile for local dev env - Reduce build time - Prepare questions to send to David and Ronda	**What I accomplished yesterday:** -English interview **What I am doing today:** -Adding KPIs and dropdowns to wireframes
Tuesday June 1, 2021	**What I accomplished yesterday:** - Prepared and emailed questions to David and Ronda - Worked on revisions for FA wireframes. **What I am doing today:** - Interviewing David and Ronda (Submitters) - Continuing FA wireframe revisions	**What I accomplished yesterday:** - Write how to set up database for the local dev env - Analyze build-time **What I am doing today:** - Continue working on 'Reduce build-time'	- Migraine, avoiding screens
Wednesday	**What I accomplished yesterday:**	**What I accomplished yesterday:**	- Migraine, avoiding screens

| June 2, 2021 | - Conducted interview with David and Ronda

- Began setting up tab layout for FA wireframes

What I am doing today:

- Finishing adding notes from meeting to David and Ronda's interview document

- Continuing FA wireframe revisions

- Revisiting personas and user stories | - Continue working on 'Reduce build-time'

What I am doing today:

- Continue working on 'Reduce build-time' | |

Sprint 2 Pivot (AKA Weekly Check-in)
June 2nd, 2021

Are we on track to meet our deliverables?
- Sponsor and team agree yes.

Meeting take-aways
- KPIs should be shown in conjunction with status summary of report
- Team to come up with KPI questions to send in an email to sponsor to discuss with Gov't members involved in the definition process of KPIs.
- Focus on decluttering report views as much as possible.
  - Robert can set up a meeting with UX expert to provide wireframe feedback. Make sure to attach journeys and support to wireframes.
- Walkthrough the Finance Analyst wireframes with Nicholas to see what sort of adjustments should be made (Left vs Right menu items for example).
- Look at clearly defining our MVP once we have enough information from stakeholders.
- Note to front end coding, make sure our application is responsive.
- Update on reducing build time: There was a log file that was causing build issues.
  - Less than 10 min to build is ideal
  - Between 10 and 15 min build time is okay
  - Anything greater than 15 (especially for a simple application) should be investigated.
- Data Model Walkthrough:
  - Submission tracking - **timestamps are important**
  - State == Life cycle badges
  - User table should have:
    - User's Ministry as an attribute
    - Active attribute that can be set to false when they leave a project
  - Last milestone == end of project? Not always, but maybe? We can look at testing this with real data.
  - Master sheet tables: Set up a chat with Nicholas to discuss this and map out terms for summary views. **Samara to remind Shashank to set up this meeting.**
- Finalize decision on SQL vs NoSQL (Thanks for the thorough research Nick!)
  - Consider how to query data on an API web page.

Action Items
- Samara to remind Shashank to set up a meeting with Nicholas to dive into summary data.
- Samara to check in with Camosun on sponsor contribution invoice.

  Team to discuss SQL vs NoSQL and come up with a decision.

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

Task	State	Resource	Effort Estimate
Automate Build Process	Done	Sunghwan	13
Meeting Prep & Summary for Exec Interview	Done	Samara	8
Meeting Prep & Summary for Submitter Interview	Done	Samara	8
Research NoSQL Options	Done	Sunghwan	5
Research SQL Options	Done	Sunghwan	5
Set up a local development environment	Done	Sunghwan	2
WSR 3	Done	Skylar	1
Reduce Build Time	Review	Sunghwan	5
Backend Prototype for Database	In Progress	Sunghwan	13
Wireframes - Submitter	In Progress	Skylar	13
Wireframes - Finance Analyst	In Progress	Samara	13
Sprint 2 Documentation	In Progress	Samara	5
Business Problem Definition Revision	In Progress	Samara	2
Front End Prototype (First Iteration)	Sprint Backlog	Skylar	13
Create Document Standard	Sprint Backlog	TBD	8
Testing Process	Sprint Backlog	Sunghwan	1
Review Gitflow Workflow	Sprint Backlog	Sunghwan	3
Tune OCP Parameters	Sprint Backlog	TBD	3
Revise Data Model	Sprint Backlog	TBD	8
Set Up GitHub Readme	Sprint Backlog	Samara	3
Improve Pipeline Automation	Sprint Backlog	TBD	8
WSR 4	Done	Samara	1

2. 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	43	145	203
3	354			188	331
4	354			231	459
5	354			274	587
6	354			317	715

Project Total Units, Cumulative Completed and Estimated Trajectory

— Project Total Units   — Cumulative Completed   — Estimated Trajectory