Sprint 1 Planning Meeting

May 12th, 2021

Close Last Sprint

- Results?
- Unfinished Items?

Housekeeping

- Who has access to citz-dst-capstone-2021 GitHub?
  - Core sponsor team and capstone development team
- Who has access to ZenHub?
  - Anyone who has access to GitHub repo
  - Fix Skylar's ZenHub and GitHub access.
- Burn Up Chart, how to estimate total project effort points?
  - Start with what we know from a high level perspective and update as project progresses.
- Proposed sprint planning schedule
  - All in agreement.

Backlog for This Sprint

- Project Charter
- User Stories
- Wireframes
- Personas
- Security Model
- UX/UI Discussions
- Continue stakeholder engagement

Pull More Work into Sprint?

- No, we have plenty.
- Will schedule a sprint review meeting midway through sprint to see if this sprint should be adjusted.

Agree on Sprint Goal

- Decide on architecture (architecture log is key here).
- Provide visuals such as information flow diagram for possible personas & UI mock-ups in Adobe XD.

Sprint 2 Planning Meeting

May 27th, 2021 *(This was a day late due to long weekend and other meetings that were scheduled)*

Close Last Sprint
- Results?
- Unfinished Items?

Team Availability
- Any scheduling conflicts coming up this sprint?
  - Samara has 2 appointments
    - doc appt Wednesday June 2nd @ 2:00 PM
    - vaccine appt Friday June 4th @ 4:15 PM (may be not feeling well for a day or 2 after)

Housekeeping
- Kanban cleanup?
  - Breaking larger tasks up into smaller tasks with better descriptions.
  - Better backlog tracking
  - Tag Sprints

Backlog for This Sprint
- Research SQL Options
- Research NoSQL Options
- Business Problem Definition
- Meeting with stakeholder to represent Executive Persona
- Meeting with stakeholders to represent Submitter Persona
- Wireframes - Submitter
- Wireframes - Finance Analyst
- Front End Prototype - 1st iteration
- Create Document Standard (Coding style, header comments, etc.)
- Testing Process (Dependency for improving pipeline automation)
- GitHub README to align with gov't standards (Can be filled out incrementally)
- Review Gitflow Workflow
- Improve Pipeline Automation (Dependent on Testing Process)
- Reduce build time for deployments on OCP
- Dockerfile to set up a local development environment
- Tune OCP Parameters
- Revise Data Model
- Backend Prototype for Database

Pull More Work into Sprint?
- Nope, we have plenty. It may look like a lot but it is a more concise breakdown of the work to be done than in previous weeks.

Agree on Sprint Goal
- Have high value wireframes for Finance Analyst and Submitter personas
- Interview stakeholders to further refine and complete personas
- Have development pipeline set up with first iteration of application prototype.

Note: Ideal goal is to have 60% of our functionality in place 3 weeks from the start of this sprint.

Sprint 3 Planning Meeting

June 14th, 2021 *(This sprint was delayed due to scheduling issues as well as Samara's health issues. Sprint 3 will be a shorter sprint to get us back on track)*

Close Last Sprint
- Results?
- Unfinished Items?

Micro-Deliverables
- Shashank to share Google Doc where we state what we accomplished at the end of the day to help improve communication. Can be a direct copy/paste from daily stand-up notes.
- By late afternoon Thursday June 17th (ideally so we can review Friday morning):
  - Landing page for submitter & basic scaffolding for our SPA. Basic scaffolding means header, footer, and a space to populate with content as we develop.

Discussion Notes
- 50 min build time is not a hindrance to development, but if it does become an issue for showcasing progress localhost is fine to use.
- Robert suggests cloning the platform registry project solution and running it locally. Once it is running locally we can strip out what we do not need until we have our basic scaffolding. From there we can create stubs for components that we have identified from our wireframes.
- Poornima is switching us over from Jenkins to GitHub Workflows. She will document publishing steps and provide a session to show us how to use the pipeline.
- Contractor working on journey for KPIs; work will be shared with team once complete.
  - Note: scoping out the KPI journey is part of a separate but related project and is outside the scope of the 2021 Capstone.
- Issues/tasks should be sized to be completed within a day. If it will take more than 1 day to complete, break it down into 2 or more tickets.

Backlog for This Sprint

- Create SPA Scaffolding
- WF - Project View
- Create Component(s) to display project identity information
- WF - Form to create new project
- WF - New Milestone Form
- WF - New Objective Form
- WF - New KPI Form
- Get project info from API
- Create card component for project information
- View Project
- New project form
- New objective form
- New milestone form
- New KPI form
- Send new project data to API from new project form
- API - add/get a project api
- API - modify a project
- API - decide project and objective relation
- API - objective model
- API - milestone model
- Sample Data
- Master View API
- Improve Pipeline automation
- Sprint 3 Documentation
- WSR 6 - Due 2021-06-18

Pull More Work into Sprint?
- Not at the moment. We have plenty but if we work ahead we can get started on progress towards Quarterly Report milestone.

Agree on Sprint Goal

- Focus on Case Submitter journey; Finance Analyst journey put on back burner for this sprint.
- Landing page for submitter by Thursday June 17th afternoon.
- By end of sprint user should be able to sign up, view project details, register a new project, add an objective, add a milestone, and add KPIs.
  - This includes API actions to support this functionality.

Sprint 4 Planning Meeting

June 25th, 2021

Close Last Sprint

- Results?
- Unfinished Items?

Housekeeping

- Samara to forward wireframes to Robert
- Decide if react UI tests are something we want to incorporate into our workflow for learning purposes. Not critical to project since we are delivering a POC
- Lenore to join sprint review for Sprint 4
- Think about importing existing spreadsheet data to DB & exporting data from DB
- Don't lose sight of handover documentation. Robert will assist in authoring this.
- 1 pg of all API actions by July 21st. This includes APIs we can and cannot implement in this project.

Backlog for This Sprint

- Connect project details view to API
- WF - Submitter Dashboard
- WF - New KPI Form
- WF - New Objective Form
- WF - New Milestone Form
- New project form
- SEnd new project data to API from new project form
- New objective form
- New milestone form
- New KPI form
- Define financial fields
- Testing Process

- API - decide project and objective relation
- API - Project Role Model
- API - Objective model
- API - Milestone Model
- Sample Data
- Report Model API
- Master View API
- List Submitted Quarterly Reports
- Quarterly Report Form Submission
- Create Quarterly Report Form Components
- Rework Header Menu Components
- WF - Quarterly Report Form
- Quarterly Report Form View

Pull More Work into Sprint?

- No, we have plenty.
- Will schedule a sprint review meeting midway through the sprint to see if this sprint should be adjusted.

Agree on Sprint Goal

- Have all screens for basic submitter journey prototyped and deployed on OpenShift

Sprint 5 Planning Meeting

July 8th, 2021

Close Last Sprint
- Results?
- Unfinished Items?

Backlog for This Sprint

- API - financial data
- Define financial fields
- Financial data flow scenario
- Report Form:
    - Stepper Functionality
    - WS4-b Status Summary
    - WS4-c Financial Info
    - WS4-d Business Case Objective Tracking
    - WS4-e Milestones
    - WS4-f KPIs
- Quarterly Report Form Submission
- List Submitted Quarterly Reports
- API - ProjectRole Model
- WF - KPI Summary for a project
- WF - Alternate KPI displays
- WFA2 - List Reports to Review
- WF - Add tabs for Milestones, KPIs, and Objectives to WS3

- WS3- Project Details: Clean Up View
- WS3-b List Quarterly Reports
- WS3-c Project Details: Milestones
- WS3-d Project Details: Objectives
- WS3-e Project Details: KPIs
- Edit Existing Project
- WFA3 - View Report Details
- WF - Update WFA3 Screens
- WFA3-b Review Report - Status Summary
- WFA3-c Review Report - Financials
- WFA3-d Review Report - Business Case Objectives
- WFA3-e Review Report - Milestones
- View Quarterly Report Details
- WFA3 Review Report - Reviewer Panel
- Master View API
- Sample Data
- Sprint 5 Documentation

Pull More Work into Sprint?
- No, we have plenty.

Agree on Sprint Goal
- Focus on KPI design in schematics.
- Complete Submitter's report submission journey.
- Complete simple Finance Analyst's report review journey.

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.