Sprint 1 Review

May 26th, 2021

Demos

- Personas so far
- User Stories for personas
- Wireframes for Submitter and Finance Analyst
- Quick re-cap of OCP Jenkins pipeline progress.

Feedback

- Work on identifying components and what can be reused.
- Show how everything is wired together
- Begin tying data model together with wireframe
- Think about how we can add value to data when deciding on SQL or NoSQL.
- Make sure we document and log any architectural decisions, even if it is decided solely on our own ability to learn a new technology.
- Samara to work on information flow in meetings. Shashank to provide tips to help improve presentation skills.

Sprint 2 Review
June 10th, 2021

Demos
- Documentation updates
- Wireframe progress
- Backend prototype
  - Overview of code structure; uses MVC pattern
  - User can log in, sign in, and sign up.
  - Basic Unit Tests
  - Postman for manual testing

Plan Moving Forward & Feedback
- Robert not working Friday, so sprint planning for sprint 3 happening Monday. As a result, sprint 3 will be shorter to get us back on track.
  - *Members of sponsor team took time off early in week and Samara ran into physical health issues. Therefore the review meeting was pushed back to Thursday and planning meeting was pushed back to Monday.*
- Monday meeting will consist of a project scope review.
- Sponsor team to provide manpower to help with tasks.
- Shifting focus to begin on prototyping now that we have a wide net cast on personas, wireframes, and stakeholder interview notes.
- Poornima will switch from Jenkins to GitHub Workflows due to unpredictable Jenkins build error(s). Jenkins can be buggy at times apparently.
- Build times are inconsistent; look at using Node Alpine image instead of RedHat images for better results.
- Confirm that everyone is using Node 14.17
- Desire to finalize basic project info so we can implement it into the data model.
- Start with data model alpha -> test alpha -> implement beta model based on results of alpha testing.
- Between this meeting and Monday's meeting team can decide on low hanging fruit to accomplish. Should not consist of more than 6-8 hrs worth of work.
- Will schedule meeting with Nicholas to map financial fields of data model. Should prepare questions in a way he understands, avoid being too technical and use finance terminology as much as possible.

Sprint 3 Review
June 24th, 2021

Demos
- Front End Prototype: First iteration
  - Login
  - Routing
  - Project Detail Components
  - KPI components
- Wireframes
  - Submitter: Create new project
  - Finance Analyst: Review submitted report

Feedback
- Sponsors noted excellent progress on prototype
- Sponsors happy with design work so far
  - Samara to send PDFs of wireframes to Shashank to share with team for detailed feedback
- CPS identifier is meant to be a primary key; however, some projects share the same CPS identifier so it is in fact **not a primary key** in practice.
- Sponsor discussions on milestones vs KPIs being used in projects depending on agile or waterfall. Will get back to us with more details.
- With recent changes, focus on Submitter and Finance Analyst journeys and we can work on Executive journeys if time permits.

Sprint 4 Review
July 7th, 2021 @ 3:30

Demos
- Front End Prototype: Submitter Journey Progress
    - Submitter can view projects stored in the database
    - Submitter can view project details by selecting a project from the project list
    - Submitter can create a new project
    - Creating a project creates a report 0 which can be used to check for changes against future reports.
    - Working on the ability for a Submitter to fill out and submit a quarterly report.
- Wireframes: Submitter and Finance Analyst
    - Dashboards
    - Project Lists
    - Project and Report forms for Submitter
    - Reviewing mode for Finance Analyst
    - Possible summary views for Finance Analyst
    - Possible KPI card representations

Feedback
- Avoid any sort of color coding for KPIs (we didn't use color coding with them); the goal is to move away from any subjective measurements.
- Think about how we could show KPIs performance over time; execs and analysts would be more interested in how KPIs perform over time, but providing that visualization to the submitters could also have value.
- Sponsor to discuss what to do when KPIs are not met; this is not in our scope.
- Robert noticed latency issues on production; email sent to the team after meeting.
- Focus on further developing KPIs in schematics for sprint 5.
- Singular admin to manage ingress and egress of users is a good idea.
- Demo and presentation went excellent and sponsors are happy with quality of work completed.

Sprint 5 Review

July 22nd, 2021

Demos

- Proof of Concept Prototype
    - Form for submitter to submit a project
    - Report details view
    - Finance Analyst dashboard
    - Finance Analyst's reviewer panel
- Wireframes
    - KPI display cards
    - KPI summary components

Feedback

- Sponsor team is very happy with the quality of work and POC delivered.
- A few details to fix for presentation to stakeholders on Monday:
    - Add a menu item that shows which user is logged in. This can help demonstrate how roles affect the system to the stakeholders who may not have technical knowledge.
    - Add some padding around the text on the landing page to center it a bit better.
    - When about page is finished for English, add as a link to to our POC.
    - Fix shifting of header items when user logs in and menu icon appears.
    - Adjust form validation of some fields in financial secion & names.
- Tips to demo to stakeholders:
    - Point out code & reusability to more technically inclined stakeholders.
    - For non technical stakeholders:
        - Take time to explain business value of features as we walk through the demo.
        - Start with a 4-5 slide ppt (7-8 if covering more than background) explaining the business problem and providing context.
- Tuesday to meet and discuss details of handover documentation.
    - Meet with Robert Monday afternoon to chat about handover documentation prior to meeting.

Sprint 6 Review

Extended documentation deadline to August 13th to coincide with Capstone deliverable deadlines.