



Course: CSCE 606 Software Engineering

Project: Brazos Valley Contract Management System (BVCOG)

Sprint 3 Plan

Team Roles

| | |
|----------------|---------------------|
| Product Owner: | Chi-Ming Lee |
| Scrum Master: | Xinyi Zhao |
| Developer: | Jingrui Mao |
| Developer: | Kumaran Gowrisankar |
| Developer: | Zhicheng Chen |
| Developer: | Jingyuan Mu |
| Developer: | Zhaoming Xu |
| Developer: | Nathaniel Bright |

Customer Meetings

Our customer has agreed to meet every week on Friday 1-2pm where we go over the work done since the last update and discuss feedback and requirements.

Past Meetings

1. Meeting #1: Scheduled for 10-18-2024 12:30 - 13:30
2. Meeting #2: Scheduled for 10-25-2024 12:30 - 13:30

Meeting #1

Date: 10-18-2024 - 12:30 - 13:30 CDT
Place: 125 Spence St, College Station, TX 77843
Participants: Susan Lightfoot and all of our team members
Agenda: Discussion on debugging deployment issues, permissions adjustments, and the introduction of new contract management features.

Summary:

During this meeting, we reviewed the project's current status with the client, noting that the email feature successfully passed all tests. There is an exception in the add contract function related to data conflicts in the database, but we agreed to defer detailed debugging until the final week before deployment to the client's server.

We identified a permissions mismatch in the view users function, which needs to be adjusted to align with the client's requirements. Additionally, the client requested two new features: a contract renewal function, which will update the contract's end date, and a contract amendment function that will allow changes to contract content while keeping a modification log accessible at the end.

Lastly, we discussed adding a filtering and sorting feature to the view contract page, enabling users to sort contracts based on specific attributes. These additions will be addressed in upcoming development iterations.

Meeting #2

Date: 10-25-2024 - 12:30 - 14:30 CDT
Place: 125 Spence St, College Station, TX 77843
Participants: All of our team members
Agenda: Discussion about two new features

Summary

We had a meeting scheduled with the client at an agreed-upon time and location, but unfortunately, the client was unable to attend. We will reach out to the client to coordinate a new meeting time. In the meantime, our team took the opportunity to discuss the implementation of the new features and outlined specific task assignments, ensuring that each member has a clear understanding of their responsibilities.

Major Improvements

1. Title to Contract Title

User Story #

Feature: Change Title to Contract Title

As a user,
When I visit the “Add a Contract” Page
I want to see the first textbox- name “Contract Title.”

2. Point of Contact Hint

User Story #

Feature: Modify the hint text of Point of Contact

As a user,
When I visit the “Add a Contract” Page,
And click on the help symbol for “Point of Contact,”
I want to see “This is the Program Manager over the contract.”

3.Remove Key Words

User Story #

Feature: Add search function with “Key words”

As a user,
When I visit the “Add a Contract” Page,
I should not see a selection box for “Key Words.”

4.Move Description Box

User Story #

Feature: Move and rename description box

As a user,
When I visit the “Add a Contract” Page,
Then I should see a box, named *Summary*, above contract documents.

5.Start Date Calendar

User Story #

Feature: Create a start date calendar object

As a user,

When I visit the “Add a Contract” Page,

And I select a “continuous” or “limited-term” contract, I should have a calendar to select the start date.

6.End Date Calendar

User Story #

Feature: Create an end date calendar object

As a user,

When I visit the “Add a Contract” Page,

And I select a “limited-term” contract,

I should have a calendar to select the end date, and it should auto-select 1 year after the start date (unless manually modified).

7.Renew/Amend Contracts

User Story #1

Feature: View contract list with Renew and Amend options

As a user,

So I can manage my contracts efficiently,

I want to navigate to the "Renew/Amend Contract" page and view a list of my contracts, with "Renew" and "Amend" options available for each.

User Story #2

Feature: Follow "Renew" to update page content to the Renew Contract page

As a user,

So I can extend a contract's duration,

I want to click the "Renew" link next to a specific contract and be taken to a page that allows me to modify the contract's end date.

User Story #3**Feature: Follow "Amend" link to navigate to the Amend Contract page**

As a user,

So I can modify contract details,

I want to click the "Amend" link next to a specific contract and access a form to update the contract's content.

User Story #4**Feature: Level 3 user Successfully Submit a Renewal Request**

As a Level 3 user,

So I can request changes to a contract's duration,

I want to submit a renewal request with a new end date and receive confirmation that it's pending approval.

User Story #5**Feature: Display renewal in review notice on homepage after submitting a renewal request**

As a user,

So I can keep track of my contract renewal status,

I want to see a notice on the homepage indicating that my renewal request is "in review"

User Story #6**Feature: Level 2 user approves a renewal request**

As a Level 2 user,

So I can finalize contract extensions,

I want to approve pending renewal requests and update the contract's end date accordingly, with the change logged.

User Story #7

Feature: View modification log after approval of a renewal request

As a user,

So I can review the history of changes made to a contract,

I want to access a modification log that shows a detailed list of updates, including dates, times, and modifiers.

User Story #8

Feature: Level 2 user rejects a renewal request

As a Level 2 user,

So I can control contract modifications,

I want to reject a renewal request with a reason, and ensure that the requester can view the rejection reason on the contract details page

User Story #9

Feature: Attempt to renew a contract with an invalid end date

As a user,

So I can avoid errors in contract updates,

I want to receive an error message if I attempt to submit an invalid end date that precedes the current contract end date.

User Story #10

Feature: Attempt to renew an expired contract

As a user,

So I know which contracts are eligible for renewal,

I want to be prevented from renewing expired contracts and receive a notification explaining why.

User Story #11

Feature: Level 3 user Successfully Submit an Amendment Request

As a Level 3 user,

So I can request changes to contract details,

I want to submit an amendment request for approval and receive confirmation that it's pending review.

User Story #12

Feature: View pending approval status after submitting an amendment request

As a user,

So I can track my contract amendment status,

I want to see a notice on the homepage indicating that my amendment request is "in review"

User Story #13

Feature: Level 2 user approves an amendment request

As a Level 2 user,

So I can finalize changes to contract content,

I want to approve amendment requests and see the contract's content updated with a detailed change log.

User Story #14

Feature: View modification log after approval of an amendment request

As a user,

So I can see a detailed history of contract amendments,

I want to view a modification log that lists all approved changes, including dates, times, and specific modifications.

User Story #15

Feature: Level 2 user rejects an amendment request

As a Level 2 user,

So I can manage contract content with oversight,

I want to reject amendment requests with a specified reason, ensuring that the requester is notified.

User Story #16

Feature: Attempt to amend a contract with invalid content

As a user,

So I maintain data integrity in contract amendments,

I want to receive an error if I attempt to submit invalid changes, such as leaving required fields empty.

User Story #17

Feature: Attempt to amend a contract without making changes

As a user,

So I don't submit unnecessary requests,

I want to receive a message indicating that no changes were detected if I attempt to submit an unchanged amendment form.

User Story #18

Feature: Non-level 1 user attempts to approve a request

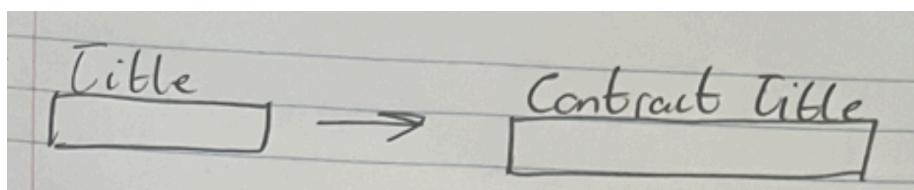
As a Level 2 user,

So I understand my access limitations,

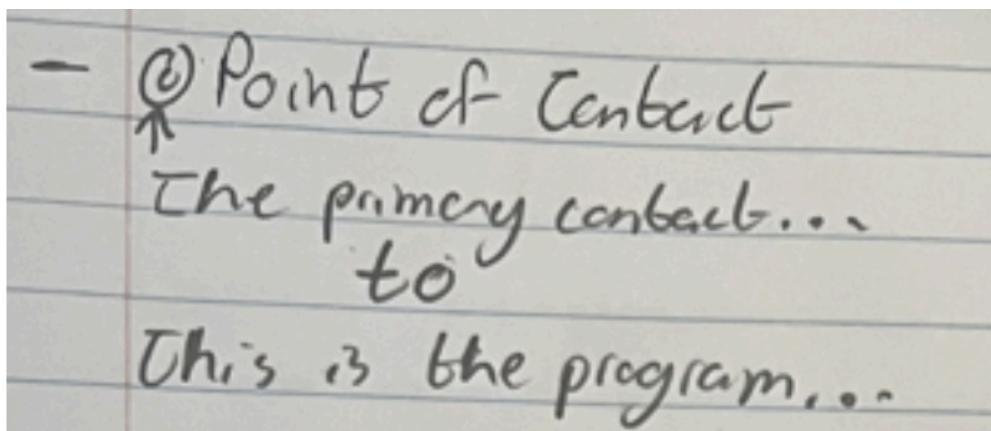
I want to be restricted from accessing the approval page, with a clear error message explaining the restriction.

LoFi UI Mockups and Storyboards

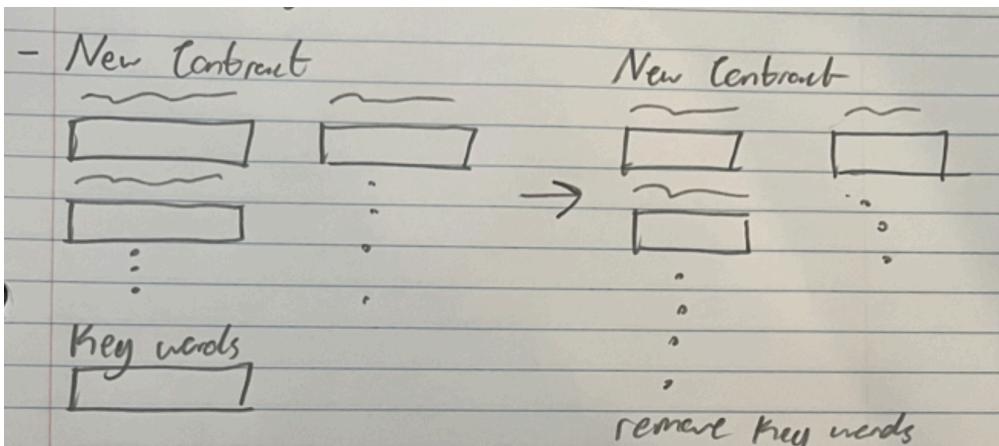
1. Title to Contract Title:



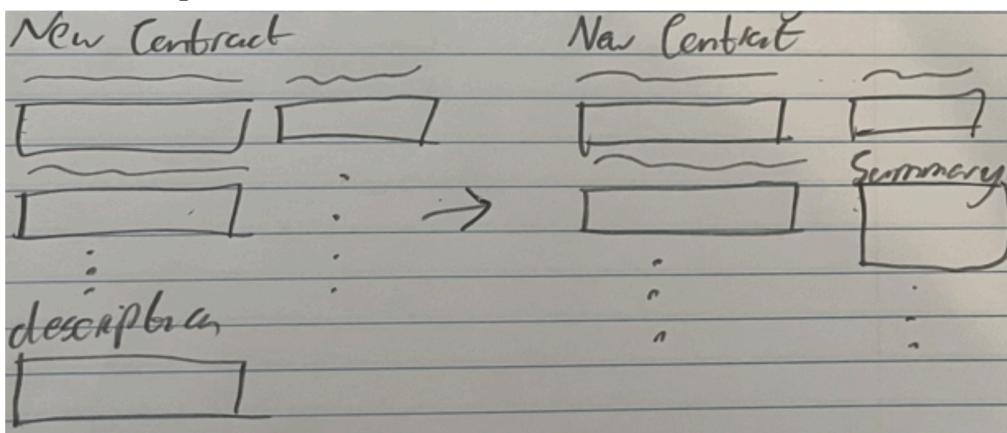
2. Point of Contact Hint:



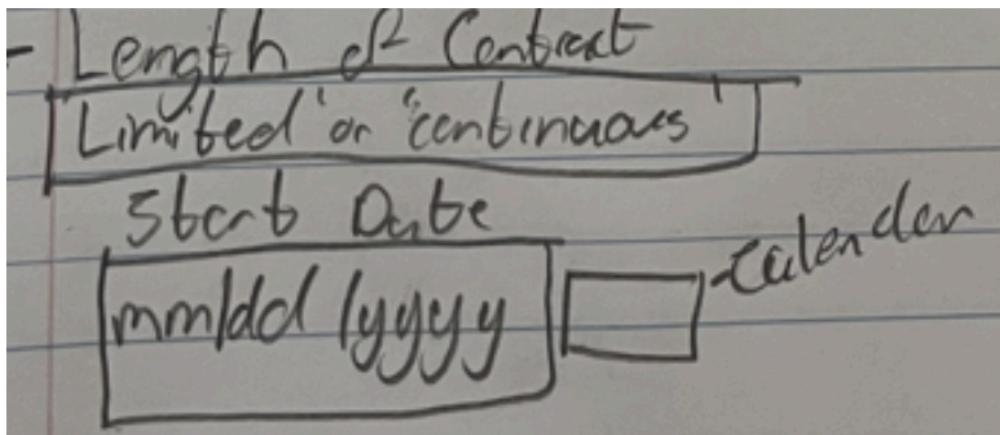
3. Remove Key Words:



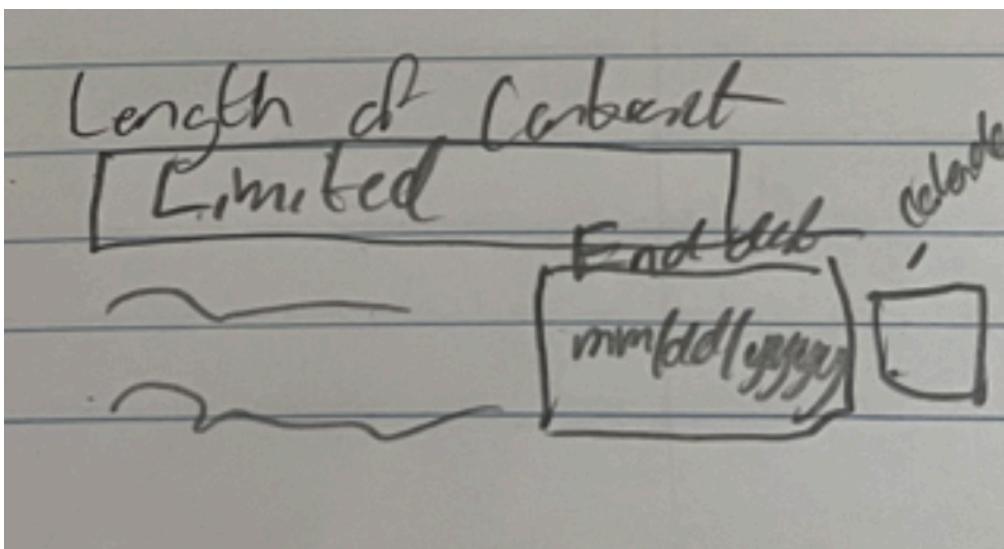
4. Move Description Box:



5. Start Date Calendar:



6. End Date Calendar:

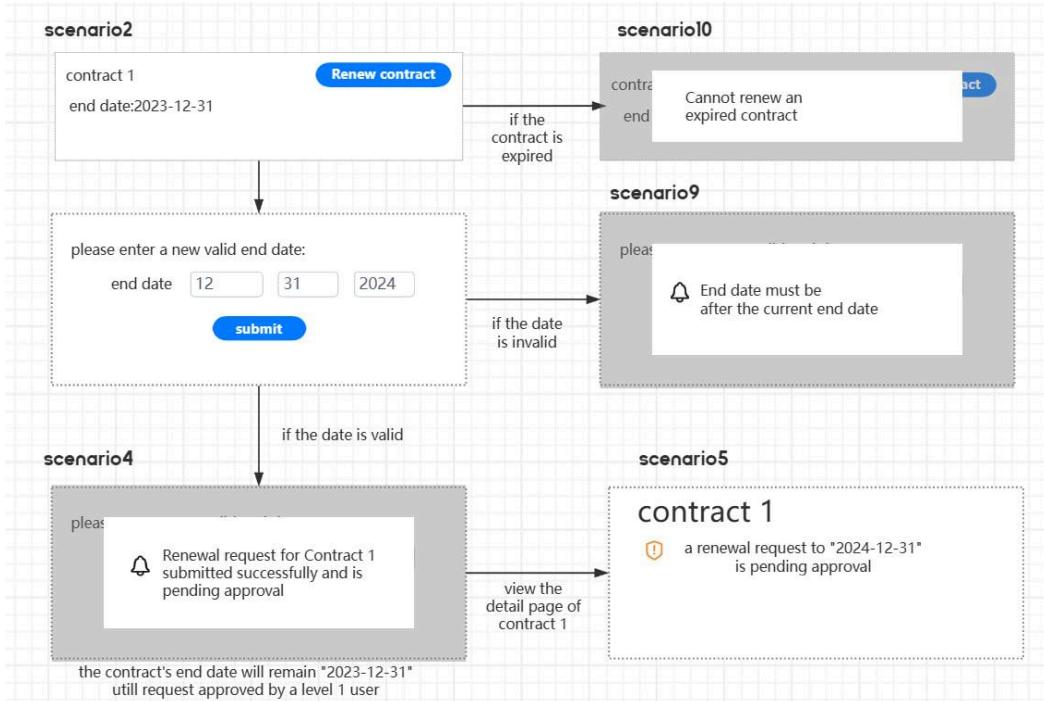


7. Add a Renew/Amend Page:

The screenshot shows a software interface for managing contracts. The left sidebar has sections for GENERAL, CONTRACTS (with 'Renew/amend Contract' highlighted), REPORTS, VENDORS, and USERS. The main area is titled 'Contracts' and contains a sub-section 'Renew/amend Contract'. A table lists contracts with columns for Title, Number, and Operation (Renew or Amend). The table data is as follows:

| Title | Number | Operation |
|-------|---------|---|
| fdsf | fads | <button>Renew</button> <button>Amend</button> |
| dfdf | dfd | <button>Renew</button> <button>Amend</button> |
| TestA | 20341 | <button>Renew</button> <button>Amend</button> |
| TestA | 1000312 | <button>Renew</button> <button>Amend</button> |

8. Add a page for renewing contract:



9. Add a page for amending contract:

Amend Contract

| Title | Number | Point of Contact | Start Date | End Date | Amount | Status | Contract Type |
|------------|------------|------------------|------------|----------|------------------|-----------|---------------|
| Contract 1 | i6zal0mei3 | Sabrina Gibson | 2023/10/25 | 年 /月 /日 | \$3,283.31 per m | In Review | ILA |

Amend Back

10. Update homepage layout and add Renew/Amend Approval Feature:

The homepage features a navigation sidebar with links for Home, Contracts, Reports, Vendors, Users, Admin, and Profile. The main content area includes a welcome message, user profile information, and two tables for contracts in review and amendment/renewal requests.

Welcome to BVCOG's Contract Management System!

GENERAL

- Home** (selected)
- CONTRACTS**
- View Contracts**
- Add a Contract**
- REPORTS**
- Create a Report**
- VENDORS**
- View Vendors**
- USERS**
- View Users**
- Invite a User**
- ADMIN**
- Administration**
- PROFILE**
- Sign Out**

About You

| | |
|------------------|-------------------|
| Name: | Admin User |
| Email: | admin@example.com |
| Level: | Admin |
| Program: | Program 3 |
| Program Manager: | No |
| Joined: | October 02, 2024 |

Contracts in Review

| Title | Number | Point of Contact | Created At |
|--------------------|------------|------------------|------------------|
| Expiry Contract 98 | hgqbxodb0l | Example User | October 02, 2024 |
| Expiry Contract 64 | 9cia0fbkau | Example User | October 02, 2024 |
| Expiry Contract 59 | 7jmgfeh1jl | Example User | October 02, 2024 |
| Expiry Contract 56 | 5qubf7db6h | Example User | October 02, 2024 |

Amendment/Renewal in Review

| Title | Number | Point of Contact | Created At |
|--------------------|------------|------------------|------------------|
| Expiry Contract 98 | hgqbxodb0l | Example User | October 02, 2024 |
| Expiry Contract 96 | lmnderu2fs | Example User | October 02, 2024 |
| Expiry Contract 56 | 5qubf7db6h | Example User | October 02, 2024 |

11. Add history modification log:

The screenshot shows a software application interface for managing contracts. On the left is a dark sidebar with navigation links for GENERAL, CONTRACTS, REPORTS, VENDORS, USERS, and ADMIN. The main area has a header 'Contracts --- test'. Below the header, there are two main sections: 'Contract Details' and 'Description'. The 'Contract Details' section contains fields like Contract Title (test), Number (122), Contract Type (Grant), Remaining extensions (1), Extension Period (1 week), End Trigger (Limited Term), Point of Contact (Test Email Expiry reminder), Vendor (Vendor 2), Entity (BVCOG), Program (9-1-1), Start Date (October 24, 2024), End Date (November 04, 2024), Final End Date (November 04, 2024), and Status (In Progress). There are also buttons to 'Edit this contract' and 'Set to "In Review"'. To the right of the 'Contract Details' section is a 'Description' section with fields for Key Words and Description. Below these are sections for 'Contract Documents' (File Name and Document Type) and 'Contract Decision History'. The 'Contract Decision History' section contains a table of changes made by different users (User A, User B, User C, User D) with timestamps and details. For example, User A changed the Contract Title from 'Old Contract Title' to 'New Contract Title' on 2024-10-01 at 10:15:22. User B renewed the Expiry Date from 2024-12-31 to 2025-01-31 on 2024-09-28 at 14:10:45. User C renewed the Expiry Date from 2024-12-31 to 2025-01-31 on 2024-09-25 at 09:35:10. User D amended the Point of Contact, Entity, and Contact from 'Old Entity' to 'New Entity' on 2024-09-20 at 11:30:55.

| Modifier | Timestamp | Fields Changed | Old Values | New Values | Action |
|----------|---------------------|--------------------------|--------------------|--------------------|--------|
| User A | 2024-10-01 10:15:22 | Contract Title | Old Contract Title | New Contract Title | Amend |
| User B | 2024-09-28 14:10:45 | Expiry Date | 2024-12-31 | 2025-01-31 | Renew |
| User C | 2024-09-25 09:35:10 | Expiry Date | 2024-12-31 | 2025-01-31 | Renew |
| User D | 2024-09-20 11:30:55 | Point of Contact, Entity | Old Entity | New Entity | Amend |

Legacy Project Improvements

Feature Expansion and Functional Enhancement:

As the client's initial requirements have all been fully completed, we are now starting to implement the client's additional requests—specifically, the new renew and amend features. Over the past sprints, I have gained a deeper understanding of the system's data flow, UI framework, and the underlying database interactions, which have made the implementation of new features more seamless and efficient.

This sprint's primary tasks involve adding the renew and amend functionalities, enabling users to easily update the contract's end date with the renew feature and make detailed adjustments to contract content with the amend feature. These additions will provide users with greater control over contract management while maintaining the integrity of contract history and changes.

Our Particular Circumstances:

Since we have completed all of the client's initial requirements, this week our focus will shift to implementing two new features in detail. We will start by creating a new contracts overview page that lists all existing contracts, with clearly marked entry points for both the renew and amend functionalities. The renew feature will allow users to easily extend the contract's end date, while the amend feature will enable modifications to contract content.

To ensure proper oversight, we will also develop a new approval window dedicated to reviewing and managing renew and amend requests, allowing authorized users to approve or reject changes before they are finalized. Additionally, the contract details page will be enhanced with a comprehensive modification log, providing a clear history of all changes made, ensuring transparency and traceability for each contract adjustment.

Summary

Our sprint will be dedicated to:

- **Implementing the renew and amend features** to enhance contract management capabilities.
- **Updating Home Page Layout** and adding a list for approving Renew/Amend Requests
- **Enhancing the contract details page** by adding a detailed modification log, which will track the history of any changes made to each contract.
- **Thoroughly testing all new features** to maintain a high standard of reliability.

We will maintain close communication with the client throughout the sprint to ensure that our implementations align with their expectations. By the end of this sprint, our aim is to deliver a product that not only satisfies the client's current requirements but also paves the way for potential future enhancements.

Links

Github Link

<https://github.com/BVCOG-Contract-Management/BVGOG-Contract-Manager>

Slack <https://app.slack.com/client/T07NPJC1ZNW>

Deployment Link <https://bvcog-d102bb1214eb.herokuapp.com/>

Pivotal Tracker <https://www.pivotaltracker.com/n/projects/2720655>