Process Overview

- Process methodology: RUP + Scrum.
- RUP:
  - Phases applied: inception, elaboration, construction, (transition).
  - Templates used: will be provided on moodle.
- Process:
  - 1 sprint is fixed for 2 weeks, corresponding with each PA.
  - There are 4 meetings for each sprint:
    - 1 sprint planning meeting: plan for the next sprint
      - This meeting needs to be held at the end of the current sprint and before the next sprint.
      - Identify and prioritize tasks, user-story or a part of a use-case for the next sprint
      - Assign tasks to team members.
    - 2 weekly scrum meetings
      - Each member answers 3 questions:
        - What have I done since last week?
        - What will I do until next week?
        - What issues / problems /obstacles do I have?
      - Use a single document for all scrum meetings.
    - 1 sprint review (retrospective) meeting:
      - This meeting is held at the end of each sprint to review and evaluate the results of the current sprint.
      - In this meeting, the team needs to discuss and record the following
        - What went well.
        - What went wrong.
        - What problems and what caused the problems.
        - What can be done differently in the next sprint to improve the project.
        - What lessons we could learn.
  - There are 3 Google Docs:
    - 1 Google Docs to record all weekly scrum meetings.
    - 1 Google Docs record each sprint planning meeting.
    - 1 Google Docs record each sprint review meeting.
    - At the beginning of each meeting minutes, write the date, time, and team members in attendance (see an example below).

Google Drive Folder Structure Requirement

Each team is required to create a Google Drive Folder and share with the instructor and corresponding TA. The folder structure is as follow:

- File readme

- o Contains schedule (time/date), zoom links for weekly scrum, sprint planning and sprint review meetings.
- General (this folder is optional as your team has a similar folder in the github repo, see PA0).
  - o Project management
    - ▪ Plan
    - ▪ Schedule
    - ▪ Link to Google Docs for weekly scrum meeting notes.
  - o Requirements
    - ▪ Vision document
    - ▪ Use-case specs
  - o Analysis & Design
    - ▪ Architecture
    - ▪ UI design
    - ▪ DB design
  - o Implementation (coding)
    - ▪ Link to github repo
  - o Testing
    - ▪ Test plan
    - ▪ Test cases
    - ▪ Test scripts
- Sprint 1
  - o Deliverables (optional)
    - ▪ Zipped file submitted for grading
  - o Link to Google Docs for sprint planning meeting minutes (for Sprint 1).
  - o Link to Google Docs for sprint review meeting minutes (for Sprint 1).
- Sprint 2
  - o Deliverables (optional)
    - ▪ Zipped file submitted for grading
  - o Link to Google Docs for sprint planning meeting minutes (for Sprint 2).
  - o Link to Google Docs for sprint review meeting minutes (for Sprint 2).
- …
- Sprint 5
  - o Deliverables (optional)
    - ▪ Zipped file submitted for grading
  - o Link to Google Docs for sprint planning meeting minutes (for Sprint 5).
  - o Link to Google Docs for sprint review meeting minutes (for Sprint 5).

An Example of Weekly Scrum Meeting Minutes:

=========== 19/10, Sprint 1 ===============
Same as below

=========== 12/10, Sprint 1 ===============

Team members present:

- Nguyễn văn A
- Nguyễn văn B

Team members absent:

- Nguyễn văn B

Status reports:

- Nguyễn văn A
  - Completed tasks
    - Task 1
    - Task 2
  - To-do Tasks
    - Task 3
    - Task 4
  - Issues/Obstacles
    - Issue 1
    - Issue 2
- ….

Actions (if any)

Summary of the meeting