

Documentation Guide for all Reports

Weekly Scrum Report

In weekly scrum report, you should include these 5 topics (see example 1)

1. Attendance
 - a. List all member who participate in the scrum meeting.
2. Problem Statement
 - a. Briefly describe any problem you encounter during the last iteration of the project.
 - b. Bring up any potential problem.
3. Discussion
 - a. State the solutions from the discussion
4. Deliverables
 - a. List all the works due next iteration. It should include inputs/outputs of each piece of work. Clarify any specifications.
5. Assignment
 - a. List the member responsible for each task.

Weekly scrum report should not be long. It should just summarize the plan for each iteration and bring people who miss the meeting up-to-date.

Weekly Scrum Report Example

Date: foo/bar/foobar

Iteration: n+1

Attendance:

1. Alpha
2. Beta
3. Delta

Problem Statement:

1. Alpha encounters some bugs in function `friendshipDestroyer()`. It doesn't include all member in the database.
2. Beta found bugs in function `softDevGrader()`. It returns that everyone gets F, when it should not.
3. Delta has no clue what he is doing.

Discussion:

1. For `friendshipDestroyer()`, unit-test the database to see if the database is actually working or not. Then test if the database is loaded properly.
2. For `softDevGrader()`, check the database if it is connected correctly.
3. Pair-programming with Delta. Assign Epsilon to pair with him.

Deliverables:

1. Working `friendshipDestroyer()`, and `softDevGrader()`
2. Implement `creditBank()`, which should get members from `friendshipDestroyer()`, calculate the credit back, and return the list of tuple `[(name, grade)]`. This will be used for `softDevGrader()` later

Assignment:

- | | |
|---|----------------|
| 1. Fix <code>friendshipDestroyer()</code> | Alpha |
| 2. Fix <code>softDevGrader()</code> | Beta |
| 3. Implement <code>creditBank()</code> | Delta, Epsilon |

Project Report

The complete project report should include the detailed process and information in your project. It must include the following sections:

1. Introduction

You should state briefly what problem you are solving with your system. Who the stakeholders are. Explain briefly about your solution.
2. Requirement Analysis
 - a. Functional Requirement

Specify all of your functional requirements in details.
 - b. Non-functional Requirement

Specify all of your non-functional requirements in details.
 - c. Specification

Summary all of the requirements into your version of software specifications.
 - d. Feasibility Analysis
 - i. Technology

What technology you are using. Specify all the libraries or software version you are using.
 - ii. Market

Specify and analyze the market. Explain about the stakeholders and users of this system.
 - e. Project Planning

Gantt Chart or anything that you use to plan your project.
3. Design
 - a. Preliminary Design

Explain about the first version of your software. How do you tackle the problem using your design?
 - b. Prototyping

Show your prototype.
 - c. Final Design

What adjustment you perform after you prototype and test your design.
4. Implementation
 - a. Overview of implementation

System overview of your software.
 - b. Scrum Reports
 - c. Details of all classes, functions, and your software
5. Testing
 - a. Test cases

Specify all the test cases you test on your software.
 - b. Results

Can your software perform?
 - c. Analysis of results

Why or why not your software can perform.
6. Appendix