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# March 16, 2020 Sprint Report

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[Project Community Partner Meeting Notes (03/05)](https://docs.google.com/document/d/1vddJkQeW_DCN_8Sx9ciGh24t3b6SUXmNyxwQiQDU34s/edit?usp=sharing)

[Project Schedule](https://docs.google.com/document/d/1Khg0goxF9kqvc-aicnQ0l8Bs42wHMonFEC0pvzihi3E/edit?usp=sharing)

## Contents

**Accomplishments Since Last Sprint** [**2**](https://docs.google.com/document/d/17IDWG0pr7REPaTY_2JhzO5XxJ4oGEcSa5aYtbdSTGCw/edit#heading=h.xmb0ainrxxfc) **Individual Time Breakdown 3  
Blocks and Problems 3**  
**Goals and Targets for Next Sprint 4  
Community Partner Relationship 5**

*Executive Summary*

# While the team took time off from spring break, we were able to solidify our action plan in the coming weeks and feel confident about the progress we made and our current workflow. In addition, given that the coronavirus (COVID-19) had begun to pose as a bigger issue to the CMU community, we were able to be in communication with the AACI to establish a protocol once the school makes a decision to move to virtual instruction. Finally, since the team will also be functioning remotely, we were able to successfully conduct internal team meetings via Google Hangouts, and have been able to meet remotely to work on the sprint report and make progress towards our goals.

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# Accomplishments Since Last Sprint

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| --- | --- | --- | --- | --- |
| **Title** | **Description** | **Member (Hours)** | **Date** | **Completed or In-progress** |
| Virtual Technical Q&A session with Mark | Understand the abilities and limitations of the CraftCMS software given a variety of issues that have come up. | 3 (All) (2.5 for Cindy) | 3/4 | Completed |
| Modifications on the wireframe | After reviewing the higher fidelity wireframes with Jaren and Emily, they were excited to generate ideas for more specific changes. We will be meeting with them once again remotely to present our changes. | 3 (All) | 3/4 | Completed |
| Client meeting to present wireframes, solicit feedback and reach decision on platform hosting option | In order to assess our progress and understanding of the client’s needs, we will be using the next meeting to gain insight on what works and needs improvement after refining our previous design. Since this is now the second iteration, we expect to focus on more specific details and particular syntactical decisions in terms of feedback. In addition, we would like to drive the majority of the meeting to present a competitive analysis of the benefits of using Craft vs. Squarespace. | 1 (All) | 3/20 | In-Progress |
| Complete Sprint Report | Make the Sprint Report for the week after the spring break | 1.5 (All) | 3/15 | Completed |
| More research on different platforms before the meeting with the client | Provide more convincing document of why CraftCMS does not suit the organization the best with a competitive analysis | 1 | 3/4 | Completed; we will be sticking with CraftCMS |

# Individual Time Breakdown (Excluding Class)

|  |  |  |
| --- | --- | --- |
| **Name** | **Main Tasks** | **Total hours** |
| Vaishnav Balaji | Meeting with AACI (3.5), Completing sprint report (1.5), Team meetings involving wireframes and research (4), Competitive analysis research (1) | 10 |
| Mark He | Meeting with AACI (3.5), Communicate with the clients and keep all related people updated (0.5), Completing sprint report (1.5), Wireframing and research on competitive analysis (4), Team Meeting (excluding the competitive analysis time and sprint report) (0.5) | 10 |
| Lena Li | Meeting with AACI (3.5), Wireframing (3), Team meetings (3), Completing sprint report (1.5), Research on competitive analysis (1) | 12 |
| Cindy Su | Meeting with AACI (3.5), (missed half an hour of meeting because of health appointment), Team meetings which includes research on competitive analysis and Wireframing (4), Sprint report (1.5) | 9 |

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# Blocks and Problems

Before spring break, we were able to resolve one of our biggest blocks -- making the decision to stick with CraftCMS or shift to a different platform such as Squarespace. We initially encountered this block because we faced multiple problems when trying to install a local copy of the resource library (where our websites/projects will attach to) on our own machines. We noticed a lot of lack of documentation of the changes and progression of the current resource library website after last year’s student team left. We were worried at one point that we would not be able to equip ourselves with the technical expertise required to complete our design given the time we have. We got into contact with the external developer, Mark, whom AACI hires and contributed the undocumented changes, and received comfirmation that Mark is willing to give extensive support on the technical side of our project. We have then joined the basecamp of the project and had means to directly contact Mark.

While we have adequate support to implement our websites, we now receive a new challenge to also make the mobile wireframes for the web pages. Based on the backend data our clients provide, we initially did put the mobile design as a main goal since the majority of the visits are from desktops. Because of the small number of the web pages our project includes, we decided to design the mobile web pages as well. Though taking mobile design in consideration can impact our previous design decisions, we are fairly confident in the feasibility of designing the mobile wireframes.

Another block we are now facing is that because of COVID-19, we are all meeting virtually, a means of contact that we are not familiar with. More specifically, one of our teammates will be in California, a different time zone, which can make scheduling for future events/meetings different and potentially difficult. We plan on taking some time this sprint to figure out how our team wants to cope with the time difference and virtual meetings in general.

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# Goals / Targets for the Next Sprint

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| --- | --- | --- | --- |
| **Title** | **Description** | **Hours (members)** | **If it appeared again, why?** |
| Create mobile version of wireframes and finish web versions | We will make some final touch-ups to the web wireframes. After establishing the web versions of the new AACI legislature tracking page, we will be moving into designing wireframes for a mobile compatible version for iOS. The wireframes will include the grids for the overall 3 pages that was done for the web version: home page, quick overview page, and more detailed page. | 4 (All) |  |
| Documentation of full user experience | Since we will be given extensive technical support by Mark, we will be able to focus more on the design decisions that we make for the final product. We will begin drafting a document on how the end user can navigate on the web and mobile versions and outline the ways that the user can interact with the interface. | 4 (All) |  |
| Schedule from post-spring to end of the semester | Given that we have followed our current schedule from the beginning of the semester until spring break, and with the new plans related to remote instruction due to the coronavirus, we will be building a new schedule and timeline to follow from now until the end of the semester. | 2 (All) |  |
| Host first virtual meeting with AACI | With the next few meetings having already been scheduled, we will be following the times that we had agreed on and instead be hosting the meetings virtually. These virtual meetings should be similar in nature to in-person meetings and the presentation of new wireframes will be done through screen-sharing. | 1.5 (All) |  |

# Community Partner Relationship

Before the meeting, our group communicated with our partner and requested a meeting with the external developer, Mark Busnelli. We initially proposed to use SquareSpace as the hosting website for the new public policy legislation tracker and we can take over the responsibility of the transition process into the new platform. Our group did a competitive analysis of different platforms before the meeting as a document to support our decision.

During the client meeting on Thursday, Mar 05, we presented our ideas of changing platforms before the virtual meeting with the external developer. Our client had some concern but he didn’t say them out after the virtual meeting with Mark. During the virtual call with Mark, we figured out our responsibility in this project. Our community partner, Jaren, assumed that our main responsibility is to communicate with AACI and propose a great design for the new public policy legislation website. And he assumed that most of the implementation detail should be completed by Mark, the external developer as an expert in CraftCMS. Jaren doesn’t put huge expectations of the actual development of the website on us, but it would be nice if we have a detailed document of the design decision and have some basic template implemented to speed up the development process by the external developer.

Jaren expressed his concern after the virtual meeting with Mark. One reason he didn’t want to switch out from CraftCMS is that the organization already put a lot of resources in developing the public policy resource library, the previous project they made with CMU IS consulting team. They want to continue using the CraftCMS for our project, and potentially for other future projects. Jaren also mentioned that it took him great efforts to convince the organization to hire an external developer and it took a lot of time to conduct interviews. If we switch out from the CraftCMS, he would be the only person maintaining all projects that was originally in Craft, and he would “look bad” in the organization to waste money. He also thinks that having a long-term external developer would help them change minor stuff more easily with the support.

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