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# March 23, 2020 Sprint Report

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[Project Community Partner Meeting Notes (03/20)](https://docs.google.com/document/d/1IdjuX-G2gPjCPKWrrWawdUWzxm-6kefP0uvTm_cyb-0/edit?usp=sharing)

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

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*Executive Summary*

# After the spring break and the university’s decision to move to virtual teaching, the team is able to make progress on the project and maintain internal and external communication. Since the team held the first virtual client meeting after spring break, the team has been able to solidify the high-fidelity wireframes and receive constructive feedback on the mobile wireframes. While the team aims for delivery of design to AACI’s external developer and starts collaboration with him, the team confirms a future timeline and initiates planning for testing.

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# Accomplishments Since Last Sprint

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Description** | **Member (Hours)** | **Date** | **Completed or In-progress** |
| 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 were done for the web version: home page, quick overview page, and more detailed page. | 4 (All) | 3/12 | Completed |
| Documentation of full user experience | Since we will be given extensive technical support by Mark Busnelli, AACI’s third-party developer, 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. | 1 (All) | 3/12 | In-Progress |
| 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) | 3/12 | In-Progress |
| 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) | 3/13 | Completed |

# Individual Time Breakdown (Excluding Class)

|  |  |  |
| --- | --- | --- |
| **Name** | **Main Tasks** | **Total hours** |
| Vaishnav Balaji | Virtual meeting with client (1.5), Team meetings including wireframe development (4), Sprint report (2) | 7.5 |
| Mark He | Virtual meeting with client (1.5), Wireframe before the meeting (2), Wireframe refinement after the meeting (2), team meetings (2) | 7.5 |
| Lena Li | Virtual meeting with client (1.5), Wireframe before the meeting (2), Wireframe refinement after the meeting (2), team meetings (2) | 7.5 |
| Cindy Su | Virtual meeting with client (1.5) Sprint report (2), team meetings that includes wireframe development (4) | 7.5 |

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# Blocks and Problems

We did not experience many blocks this week even though we have moved to virtual communication. We are planning on finishing our high-fidelity wireframes by our next client meeting and maintaining active communication with AACI via Slack. A potential block that we can experience is the unexpected times of exchange we need to have before nailing down a final design of the wireframes. The concern results from our previous experience with AACI. We have had at least 3 meetings that focused on the wireframes. Each time we were able to receive feedback and work on the wireframes based on the design. While having plentiful feedback gives us opportunities to align our design with what the clients envision, having multiple back-and-forth exchanges is also time consuming as we are approaching our own deadline for MVP deployment. Therefore, this week, we are going to push for the final completion and aim for having efficient communication for wireframes revision via Slack.

As mentioned in the last sprint report, we are moving forward with our deployment with the assistance of AACI’s external developer, Mark. A potential block here can be communication with Mark. Previously, we have had one meeting with Mark to discuss what kind of assistance we are going to get from him; however, he was not present in our other meetings with AACI where we discussed design details. Once our collaboration with Mark starts, we will need to contribute some time and work to make sure that Mark and our team stays on the same page. We will need to let Mark understand our design intentions as well as let Mark communicate with us the effects of implementation on our design.

# Goals / Targets for the Next Sprint

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Hours (members)** | **If it appeared again, why?** |
| Make final adjustments to mobile wireframes and consolidate information | We have worked with AACI to make revisions to our mobile wireframes and web wireframes. We plan to take their further input to make some small design changes to the wireframes we currently have. | 2 (Lena, Mark) |  |
| Make backend documentation and backend design decisions | After consolidating the wireframes, we can document the backend database plan so that we can have a clearer goal when implementing the prototypes. This includes database fields design, fields requirement (hyperlink and dynamic rich texts), etc. | 2 (Cindy, Vaishnav) |  |
| Continue user experience documentation | As we continue to build our wireframes, we will work on clearly labeling the interactions that the end user can have with the webpage, as well as documenting the code and design decisions made for long-term maintainability. | 4 (All) | We are still working on documentation as we continue to add more to our wireframes. |
| Deliver wireframes to Mark | We are currently receiving coding assistance for CraftCMS from AACI’s third-party developer, Mark Busnelli. This week, we will touch base with him to deliver our wireframes so that he can help us begin coding the actual pages. | 3 (All) |  |
| Schedule further team and client meetings | Since our client relationship is now fully virtual, we will work on solidifying future meeting dates with both AACI and their third-party developer. Since our team now has members in multiple time zones, this is something that we will coordinate together. | 2 (All) | This is an ongoing process since we have not scheduled all meetings until the end of the semester. |

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# Community Partner Relationship

This week, we had our first virtual meeting with our clients, specifically our points of contact, Jaren and Emily. We tried to set the meeting up the way that we usually would with in-person meetings. Before the first virtual client meeting, we still set up a meeting agenda to fit the content for discussion into the time we have. We were also able to meet internally and also virtually before the client meeting to do the necessary preparation such as finishing up the wireframes. We also scheduled extra 30 minutes for this meeting because we wanted to allow extra time for any blocks we might encounter, though there appeared to be none eventually.

During the meeting, we went over our revised wireframes again and asked for feedback. The clients once again provide us very helpful feedback on parts that we should keep and those to change. After the presentation of the updated wireframes, we also proposed a timeline for the rest of the semester up to the final presentation. Our clients approved the proposed timeline, and since our timeline would require us to finish the wireframes by next meeting, we asked if more exchanges on slack was possible so neither parties needed to wait till the next client meeting to communicate. Our client then notified us that frequent slack exchange would definitely be possible, and the current stay-at-home situation would actually allow them to contribute more time to efficient communication.

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