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# April 6, 2020 Sprint Report

Vaishnav Balaji, Mark He, Lena Li, Cindy Su

Martin Barrett, Project Advisor

[Project Community Partner Meeting Notes (04/03)](https://drive.google.com/open?id=1HXQcTSxzA4d4aUXZpfheqgWVzWz2P5ZL1d6cSpKIEYY)

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

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*Executive Summary*

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# This week, our team was able to focus on the delivery and clarification of our design wireframes and pass them off to Mark, the third party external developer. We were able to meet with our clients, Jaren and Emily, online via Google Hangouts and clarify any questions that we had. In addition, we have been able to keep in touch with Mark through Basecamp and clarify any questions he had efficiently. Overall, we feel that we are making progress towards our final finished product and will continue to meet remotely with both the clients as well as the external developer on a weekly basis.

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# Accomplishments Since Last Sprint

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Description** | **Member (Hours)** | **Date** | **Completed or In-progress** |
| Follow up with client’s third-party developer to progress on page design | Had a follow-up meeting with Mark Busnelli, AACI’s third-party developer, to check in on progress, clarify any aspects of the wireframes, and provide relevant information. | 2 | 4/3 | Completed |
| Design Documentation | Continue user experience documentation relevant to front-end wireframes. In addition, clarify with Mark if there are any changes made. | 2 (Lena, Mark) | 4/2 | In-Progress |
| Software Documentation | Continue making backend documentation and backend design decisions on our current wireframes. In addition, clarify with Mark if there are any changes made. | 2 (Cindy, Vaishnav) | 4/2 | In-Progress |
| User-testing | Find available users that are able test and provide user feedback on website once completed; plan interview/questionnaire | 2 (All) | 4/2 | In-Progress |

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# Individual Time Breakdown (Excluding Class)

|  |  |  |
| --- | --- | --- |
| **Name** | **Main Tasks** | **Total hours** |
| Vaishnav Balaji | Team meeting, Design decisions, Backend decisions, Discussions on documentation of user experience, Client Meeting, Sprint Report | 9 |
| Mark He | Team meeting, Design decisions, Design updates to Mark, Design summary and follow up checking with clients, Client Meeting, Sprint Report | 10 |
| Lena Li | Team meeting, Design decisions, Design summary and follow up checking with clients, Client Meeting, Sprint Report | 9 |
| Cindy Su | Team meeting, Design Decisions, Client meeting, Sprint Report, Team Discussion on User Testing | 9 |

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# Blocks and Problems

This sprint, our team is making progress with our project quite smoothly. We initiated our communication with Mark, the external developer to whom we delivered our design, via a platform called Basecamp. We have been happy to receive questions from Mark and have had quick discussions with AACI to nail down design details. So far, all the communication online has been efficient and effective.

We are currently looking into details regarding user testing. Our plan is to design a survey to ask potential users to experience the site and provide feedback to us. We plan on having our client, Jaren and Emily from AACI, gather a list of volunteers this week and roll out the survey as soon as the web pages are ready. Currently, our team’s biggest concern is whether deployment and testing would be going as smoothly as we planned. We have maintained pretty consistent communication with Mark which is reassuring; however, we are not completely sure whether Mark can deliver this week, and we can start tasks dependent on his deliverables. While we have to acknowledge this risk factor, we will continue to provide assistance to Mark promptly and communicate directly with our client about the schedule if our concern grows.

# Goals / Targets for the Next Sprint

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Hours (members)** | **If it appeared again, why?** |
| Current wireframe updates | Update the current wireframe design to be more consistent and add more documentations to Mark before developing | 3 (Lena, Mark) |  |
| Keep contact with Mark (external developer) | Resolve any issue Mark points out during the development | 2 (All) | We might have other miscommunications with Mark, and they should be resolved quickly in basecamp platform |
| Survey design and user review process design | Design a survey and user review process which we can send out to other organizations and ask their feelings and understanding of our new pages | 2 (All) | User testing is an ongoing process as we develop more parts of our pages. |
| Reach out to related organizations | Do the actual interview and user testing through online meetings | 2 (All) |  |
| More documentation on the design and decisions | AACI lacks documentation for general design decisions, in that there is no documentation shared among all people. We can make one general design guidelines document based on our current understanding of their main page’s design, and put our actual design decisions for future reference. The design decision document should include Color choice, font choice, text size choice, page layout information, etc. | 3 (All) | We are continuing to add to our software and design documentation as we work more on the pages. |

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# Community Partner Relationship

Since this is the first week of development, we did not promise a lot of work to our clients, as we might face potential problems that we did not anticipate before. Although Mark mentioned that he might not be really available for these two weeks as he has other projects, he did start working on the development this week and made some progress.

The communication with Mark happened mainly in the basecamp. He pointed out a lot of useful comments that we did not see during his development. We successfully resolved his confusion and updated the wireframes, with the approval from the client. Jaren and Emily are fairly active in the slack channel, and all questions can be resolved less than a day.

We have to admit that we missed some details during the design, like the specific font choice, the exact color, or the exact design elements of several buttons. We also have to admit that some of the design decisions were not successfully shared with Mark, causing him some confusion. Luckily we update both Mark and our clients information quickly, and they were satisfied with our fast responses. We also updated our design decisions to Mark during the weekend, and there should be less confusion going on.

During the client meeting on Friday, April 3, we presented our work with the client. We also set up TODO plans and informed the plan to the clients. The client is happy with our current progress, and glad to see a TODO plan since they don’t have other big requirements on us.