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# April 13, 2020 Sprint Report

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[Project Community Partner Meeting Notes (04/10)](https://drive.google.com/open?id=1lQDTQna94o1A2RZ5Ap53PGZP5IXWeWMnxyLBWy7ncEk)

[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*

This week, the team was able to finalize the high-fidelity design wireframes and make progress in the final design documentation packet. We met with our client on Friday to discuss further logistical details in terms of the final presentation and went over the current user testing survey that we are working on in Google Forms. In addition, the clients expressed positive feedback on the user-test and provided small points of feedback which included changing up the wording of some questions and including more open-ended questions. Finally, we were able to effectively switch over to Zoom for the remainder of our client meetings in order to become more familiarized with the platform in time for the final presentation. We hope to continue working on design documentation and keeping in touch with the external developer to stay on track in the completion of the product by May.

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 clients to check in on progress, clarify any aspects of the wireframes, and provide relevant information. | 2 | 4/10 | Completed |
| Design Documentation | Continue user experience documentation relevant to front-end wireframes. In addition, clarify with Mark if there are any changes made with this week’s documentation that was sent to us after the client meeting. | 2 (Lena, Mark) | 4/10 | In-Progress |
| Software Documentation | Made backend documentation and backend design decisions on our current wireframes. In addition, clarify with Mark if there are any changes made. | 2 (Cindy, Vaishnav) | 4/10 | In-Progress |
| User-testing | Find available users that are able test and provide user feedback on website once completed; revise interview/questionnaire with feedback from clients | 2 (All) | 4/10 | In-Progress |
| Finished wireframe designs | Finalized detailed design changes from last week with client and external developer’s feedback. | 2 | 4/10 | Completed |

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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 updates to Mark, Design Documentation, Survey and User Testing Design, Client Meeting, Sprint Report | 9 |
| Lena Li | Team meeting, Design decisions, Design summary and follow up checking with clients, Client Meeting, Sprint Report | 9 |
| Cindy Su | Team meeting, Client meeting, Sprint Report, Discussion on and design of User Testing | 9 |

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# Blocks and Problems

This sprint, our team’s main focus is user testing. We designed a survey to distribute and confirmed with our client about volunteers and potential users. We made progress quite smoothly, so there was no significant issue on the way. The only minor blocks were experienced during designing the user testing survey. We first decided on sharing a survey to collect feedback because our clients voiced concern over time-consuming testing means. However, without the opportunity to meet in-person or watch someone’s experience with the website, we struggled a little bit on how to measure a user’s experience merely through a survey. Eventually, we decided to present a bunch of statements for our users to rate how much they agree or disagree. Each statement usually involves a task, such as “navigating to the overview page,” and some description of the execution of the task. An example may be “navigating to the overview page was hard for me.” We also included some general and even intentionally vague statement that asks the users if they understand the purpose of the website or think the website is interactive. With the survey ready, we also notified our clients that we were open to other means of testing, such as one-to-one interview where screen sharing might be possible. Though our client expressed that the volunteers from the organization might not be able to make the time commitment, they will definitely be willing to take our survey, and our points of contact, Jaren and Emily, are very willing to participate in in-depth user testing. We plan to continue with open communication and roll out user testing as soon as possible.

# Goals / Targets for the Next Sprint

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Hours (members)** | **If it appeared again, why?** |
| Keep contact with Mark (external developer) | Resolve any issue Mark points out during the development and continue user experience documentation relevant to front-end wireframes. | 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

We continued our development process with Mark and kept everything going on. Additionally, we provided combined notes for Mark to speed up his development process and provide guidelines for his development. One thing we were unsure was whether we should push Mark more on reporting his progress. Our community partners agreed that we can certainly ask the progress and possibly push more if Mark is falling behind.

We also made a template of the user testing process and shared our ideas with our community partners. Emily shared some thoughts on how the previous CMU IS group made their testing online, and provided some suggestions to our testing procedures, which are nice for us to know.

We also made a design document of our website, and how decisions were made. The intention here is to allow Jaren to know why we included certain elements in our design, if he would like to change some elements or Mark didn’t finish all aspects of the website in our given period. Also we asked for the whole design guidelines for the AACI organization, and we think it would be helpful to add our design knowledge into the design guidelines. Currently most website design decisions are not in a well documented structure. We think if we provide a design guideline on the website, it would benefit all future developers working on AACI website.

We expressed that we would switch to Zoom in the future meeting to prepare for the final presentation. Luckily our community partners use Zoom internally, so the transition was smooth and easy.