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# April 27, 2020 Sprint Report

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[Project Community Partner Meeting Notes (04/24)](https://docs.google.com/document/d/1dVYOdzU2pL55SISY0LO2OJSoh-84hLVJGO-Orgb5m0E/edit?usp=sharing)

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

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*Executive Summary*

This week, our team is working towards wrapping up the final deliverables for the completion of the project. We will be having our final client meeting next Friday, 5/1 in preparation for the final presentation the following week. Overall, the team experienced much success in keeping up with the timeline of deliverables and have been communicating with the clients to follow up on the next steps of user-testing. Minor obstacles, including the lack of modern technology that the user-testing subjects currently are working with, have been discussed along with next steps. In addition, the team has been able to communicate effectively to split up the work for completing the final deliverables on time and will continue moving towards the completion of the project with the external developer, Mark, who has been able to finish the legislation tracker on time.

Accomplishments Since Last Sprint

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Description** | **Member (Hours)** | **Date** | **Completed or In-progress** |
| Work on Final Report and Presentation | We began working on the final report and deliverables for this project, to document the accomplishments that have been made from the beginning to the end of the project. | 3 (All) | 4/25 | In-Progress as we continue to work on the report and presentation |
| Personal Project Reflection | Began working on the personal project reflection to document overall experience working on the project, individually. | 1 (All) | 4/25 | In-Progress as we continue to work on our individual reflections since the project is ongoing |
| User-testing recruitment | Continued to gather survey responses and user testing interviews from AACI members in order to provide feedback to Mark if there are any minor issues related to the user experience. | 2 (All) | 4/24 | In-Progress as we continue to gather more responses |
| Project Deliverables | Began the process of wrapping up the final project by communicating with Mark about finished product pages and wrote necessary proper user experience documentation and guidance for next year’s group. Additionally, provided the client with “Statement of Project Completion” document. | 3 (All) | 4/24 | In-Progress; the pages still have a minor amount of work to do and we are still documenting |

# Individual Time Breakdown (Excluding Class)

|  |  |  |
| --- | --- | --- |
| **Name** | **Main Tasks** | **Total hours** |
| Vaishnav Balaji | Client meeting with AACI, Sprint Report, Final Deliverable preparation, Sending out information, Setting up meetings | 9 |
| Mark He | Contacting with Mark and AACI through basecamp, Sending out information and documents, Prepare and attend friday meeting with AACI, Finish the sprint report, Prepare final deliverables | 10 |
| Lena Li | Sprint Report, Final deliverable preparation, prepare and attend Friday meeting with AACI, gather information for final deliverables, edit schedule | 8.5  (missed 30 minutes of meeting due to loss of internet) |
| Cindy Su | Client meeting with AACI, Sprint Report, Final Deliverables preparation, Constructing meeting notes/agenda for the client meeting, Internal team discussion | 9 |

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# Blocks and Problems

This sprint, we continued to make smooth progress adjusting design while Mark, the external developer worked on the implementation of our design. We were able to see the staging website up and running and had our opportunities to test the website first-hand.

We did not experience any significant problems or blocks. We did notice some issues with the staging website of our legislation tracker. We wanted to discuss with our clients and collect their thoughts on the website, so we documented our ideas and shared them with our clients during this week’s client meeting. We had some good discussion on a few issues and eventually agreed upon solutions. We will then compile the list of feedback we have, send them over to Mark, and keep the communication open with Mark to deal with any future issues with the website design.

Another repeated issue we have now is not having the list of volunteers to complete user testings. Last sprint, we were able to finish our survey and presented it to our clients. We decided to focus on volunteers that our clients are connected with so that they may have more domain knowledge related to our product, the legislation tracker, and thus provide more informative feedback on our design. However, our clients mentioned that they would bring up the matter next week during their internal meeting. Currently, we plan to ask our client again on whether they have the list of volunteers mid-week next week (before our next client meeting) and start the process of user testing as soon as possible.

# Goals / Targets for the Next Sprint

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Hours (members)** | **If it appeared again, why?** |
| User-testing recruitment | Continue to gather survey responses and user testing interviews from AACI members in order to provide feedback to Mark if there are any minor issues related to the user experience. | 2 (all) | We are continuing to work with members of AACI and related organizations to gather user testing feedback of our pages. |
| Personal project reflection | Begin working on the personal project reflection to document overall experience working on the project, individually. | 3 (all) | Assignments are still in progress due to ongoing project with Wednesday, 4/29 due date |
| Logo and Project Information | Start to finalize project information by drawing from the proposal and primary sources from AACI to develop the final deliverable. | 2 (all) | Assignments are still in progress due to ongoing project with Wednesday, 4/29 due date |
| Final Report | Begin writing the final report to document the accomplishments that have been made from the beginning to the end of the project. | 2 (all) | Assignments are still in progress due to ongoing project with Wednesday, 4/29 due date |
| Project Deliverables | Wrap up the final project by communicating with Mark about finished product pages and write necessary proper user experience documentation and guidance for next year’s group. | 2 (all) | Assignments are still in progress due to ongoing project with Wednesday, 4/29 due date |
| Project Presentation | Begin working on the final presentation with communication on how to coordinate client-team slides and practice before 5/7. | 2 (all) |  |

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# Community Partner Relationship

As we approached the last two weeks of the project, we did not set any goal large for this week. We mainly refined some elements of the design of the website, and checked again with both the external Mark and Jaren to make sure we have the same understanding.

We also pushed a bit more on the user testing. Jaren promised that he will send out the survey link, and we should be able to retrieve the feedback from members inside AACI soon. Due to the time and location constraint, we are not able to perform a well structured interview. Jaren also mentioned that some members in AACI have relatively old computers and are not experienced with new technologies, so we had to make the survey easier to perform and we planned to not use any external software to connect with the participants.

We also mentioned the documents we need to complete for the course, as well as the final presentation detail. We plan to make the slides and the documents finish soon, and present them to Jaren and Emily for a round of review and revise. We all are excited to finish the project and present our work to the class.