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# February 24, 2020 Sprint Report

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[Project Community Partner Meeting Notes (2/14 & 2/20)](https://docs.google.com/document/d/1A9i6j-EL3_RJtbJDwnjS7K60uzC5IxxbI-R9zmC5eno/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 primarily focused on forming strong client communication channels via Slack, revised the project proposal after a discussion on peer review feedback, and became more familiarized with the administrative controls on the Craft dashboard. In addition, after a successful initial first lunch meeting with the client, the team met once again to produce a few first-iteration low fidelity wireframes that communicate our continued engagement with the client’s problem space and progress in the product development cycle.

Accomplishments Since Last Sprint

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Member (hours)** | **Completed or In-progress** |
| Wireframing | Created basic layout for pages requested by AACI, and made revisions based on client input | Vaishnav, Lena, Mark, Cindy (2 hours each) | Completed |
| Client meeting | Presented our wireframes to client, discussed next steps, and learned about tech stack used by client for website | Vaishnav, Lena, Mark, Cindy (1 hour each) | Completed |
| Revising the project proposal | Met with team to go over current project proposal, discussed strengths and weaknesses, and iterated over content and text to strengthen proposal topics | Vaishnav, Lena, Mark, Cindy (2 hours each) | Completed |
| Lunch meeting with client | Had on-site lunch with client to develop a greater personal rapport with client and their staff | Vaishnav, Lena, Mark, Cindy (1.5 hours each) | Completed |
| Learning to use CraftCMS | Began to view documentation for CraftCMS, the content management system used by client to create website, and downloaded resources | Vaishnav, Lena, Mark, Cindy (3 hours each) | In-Progress |
| GitHub Team Lab | Worked with team in-person to complete assigned GitHub Team lab, in which one member was a maintainer while the other was a requester to practice pull requests | Vaishnav, Lena, Mark, Cindy (2.5 hours each) | Completed |
| Sprint report creation | Created sprint report to detail accomplishments for the week and what still needs to be worked on | Vaishnav, Lena, Mark, Cindy (1.5 hours each) | Completed |

Blocks and Problems

We had one onsite meeting before our Thursday, February 20th meeting where we presented our initial low fidelity wireframes. Our main problem this week was understanding the contents of presenting our initial design wireframes and the best way its contents would be communicated. One issue we had a lot of discussion on was how elaborate and specific we want our first design to be. We had some but limited information from our very first meeting about that rough idea of what our client wants to include on a page of endorsed legislature by AACI. We were not sure if we wanted to present a design that fully embodies our understanding of the webpage, or if we wanted to leave more blank to involve our client into the decision making process. Eventually, we decided to go with a low fidelity wireframes and listen for our client’s feedback on what to fill in the blanks. We had this little slippage because of lack of information from the first meeting. From now on, we will try to maintain our communication with the client and try to do more iterations of discussion so that we can make decisions on design more efficiently.

Another major issue that we are still facing right now is technology. Our client currently uses CraftCMS to support its website, and we also decided to use it for our project for the sake of future maintainability. However, none of the members on the team right now are familiar with the tool. We are not very certain about the specific functionalities that CraftCMS is capable of and would like to understand that if it can support our envisioned design. We plan on familiarizing ourselves with CraftCMS this week so that we won’t be behind our schedule.

# Goals / Targets for the Next Sprint

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| --- | --- | --- | --- |
| **Title** | **Description** | **Hours (members)** | **If it appeared again, why?** |
| Learn Craft via team meeting | Understand the abilities and limitations of the CraftCMS software in order to develop a better understanding of how to use its capabilities to create aesthetic web pages that meet our requirements. | 3 (All) | Learning Craft is an ongoing process because we are constantly trying to understand the needs of the client in relation to the project’s current state, which is hosted on Craft. |
| Higher fidelity wireframing | After reviewing the initial low-fidelity wireframes with Jaren and Emily, they were excited to generate ideas for higher fidelity wireframes and move further along the project specifications. We will be meeting with them once again in-person on campus to review a medium-high fidelity wireframe after getting more familiar with Craft. | 3 (All) | N/A |
| Client meeting to present wireframes and solicit feedback | 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. Since this will be the first iteration, we expect to have more constructive feedback as we continue to learn and familiarize ourselves with Craft. | 1 (All) | N/A |
| ‘Hello World’ minimal viable product | Watch tutorials on how to create a new page, familiarize ourselves with Twig (template for PHP), and set up coding style specifications and pull request guidelines on Git. | 3 | N/A |

# Community Partner Relationship We shared information about the website and the design ideas on Slack during the week. The community partners have previously used Slack before and the interaction happened smoothly. We also meet with the client on campus this Thursday. We reported our work during the week and shared our ideas with the client.

One minor thing is that the community partner (Jaren) mentioned that he might share some ideas in the slack, but since last meeting was the first meeting for him, he did not share any extra information but it is understandable and somewhat expected. We assume that Jaren are more willing to share his ideas and thoughts on the website design as time goes on, and we will try to start making more conversations which would encourage him to participate more.

Another minor thing is that our community partner asked us on Wednesday about changing the meeting time to Thursday. While all of our members are available for the new meeting time, we noticed that our partners might require more time changing later based on their schedule. But we addressed this potential issue and we discussed future meeting time and potential time conflict in the meeting this week with both of the community partners (Jaren and Emily) presented. This would ensure we have a more stable future meeting schedule.