

Release Planning Meeting

Attendees:

Brendan P (TA), Kacie P, Elya D, Lysa H, Max Y, Muiz O, Yifan Z, Robert P

Goals:

- Inform the stakeholders (Brendan) of our plans for the project and which tasks in our project backlog have been assigned to which people for each respective sprint.
- Get feedback on our release planning before formal submission of the document on Friday.

Plan for Presentation:

- Cover briefly the project description in general (Kacie)
- Introduce the team and their roles/brief explanation of what responsibilities fall to them during the project

Roles:

- Scrum Master: Kacie (Responsibilities: meeting minutes, scheduling, facilitating scrum meetings (weekly, retrospectives...), reporting and submission)
- Product Owner: Muiz (Responsibilities: defining goals for the website, providing direction)
- Project Manager: Elya (Responsibilities: organize and manage backlog, plan objectives for the development team and monitor progress, analyzing completed and planned workload, managing resources and facilitate needs of the team)
- Developer team: All team members
 - Front-End Leads: Yifan, Max
 - Back-End+Database Leads: Robert, Lysa
- Go over dates planned for the three sprints (GitHub)
 - Sprint 1: Jan 17-Feb 27
 - Sprint 1 Review Meeting: Feb 23
 - Progress Report 1 Deadline: Feb 27
 - Sprint 1 Retrospective Meeting: TBD
 - Sprint 2: Feb 28-Mar 22
 - Sprint 2 Review Meeting: Mar 15
 - Progress Report 2 Deadline: Mar 22
 - Sprint 2 Retrospective Meeting: TBD
 - Sprint 3: Mar 23-Apr 15
 - Sprint 3 Review Meeting: Apr 12
 - Final Report Deadline and Presentation: Apr 15-Apr 28 (TBD)
 - Sprint 3 Retrospective Meeting: TBD
- Go over tasks in our Backlog in Jira (Elya)
 - What is assigned to each sprint (1, 2, 3)
 - Mention that at the moment sprint 3 is mostly filled with extra features
 - Why were certain people assigned different tasks
 - Which tasks have been put into each sprints and assignees are subject to change when we learn more about scope and each others abilities as developers

- Show off Figma, where we have started designing the site
- Front End team specifically mentions their first few steps (Yifan)
 - Created a routing/API document
 - Initialize pages, preliminary designs
 - Front-end: React.js, UI-library: Reactstrap
- Back End team specifically mentions their first few steps (Lysa)
 - Designing backend
 - Database design and implementation
 - Schema
 - Back-end: Node.js + Express.js
 - Database: MongoDB
 - For the back-end, we are going to use Node.js and Express.js since Both of them are flexible and popular. For the database we are using MongoDB, a NoSQL database, will be used in our project.

Questions for Brendan:

- ☒ ~~Do the dates of the Sprint Review meetings work for you (all Fridays)?~~
- ☒ ~~What should be in the release planning document? Just everything from Jira?~~

Discussion:

Meeting was recorded (for us?)

Brendan should be available for the proposed dates for the review meetings - Kacie to set up the Teams meetings with the team and Brendan closer to the dates.

Release planning document is everything formally written down from Jira. As much detail as possible - impress the professor! Many document guidelines can be found online.

Tips from Brendan:

- Testability was a big concern for the professor nearing the end of the project, make sure we have plenty of testing frameworks (manual testing/test cases, automatic functions)
- For tasks that are not being reflected in GitHub/Jira (managerial tasks, research, etc.) make sure that this is documented so the workload/distribution is clear and fair