

Objective

All the information regarding the next two weeks to complete capstone.

Agenda:

Date	Milestone	Due
11/28/2022	Group Announcements	
11/28/2022	Finalize Application Pitched	Noon
11/28/2022	15-minute Pitch with Riley (Outlook)	1:30p - 3:00p
11/28/2022	Students: Create Trello Board for Task Management Create Tasks/ for Week 1 Create GitHub repository Schedule Daily Standup	EOD
11/29/2022	Morning Standup Work on Tasks	
11/30/2022	Morning Standup Work on Tasks	
12/1/2022	Morning Standup Work on Tasks	
12/1/2022	Complete Pull Request for Week 1	EOD
12/2/2022	Schedule 30-minute view with Riley	Noon
12/2/2022	Complete Week 2 Planning	EOD
12/5/2022	Morning Standup Work on Tasks	
12/6/2022	Morning Standup Work on Tasks	
12/7/2022	Morning Standup Work on Tasks	
12/8/2022	Final Pull Request Completed	Noon
12/8/2022	Demo Day prep and Dry Run	1p - 3p
12/9/2022	DEMO DAY!	



Capstone Checklist

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Decide on your Teams application

Create a Trello Board and add Riley and Hemory

Create a Teams Chat and add Riley and Hemory

Plan your MVP and break down the work into tasks for Week 1

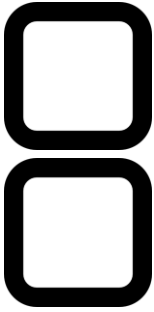
Add tasks to [Trello Board](#) and divvy up work

Decide/Schedule a Daily Standup

Review this quick training on [GitHub Collaborating](#)

Review Stand Up Expectations

Review Planning Expectations



Review Retro Expectations

Create a new repository in GitHub for your team

- Naming Convention DB7_Capstone_G#
- Choose an owner and have them add all team members as collaborators
- Make sure everyone clones the repo and is able to push and pull

Stand Up Expectations

The stand up meeting is a quick opportunity for the team to discuss the progress of the project at a high level.

Best Practices

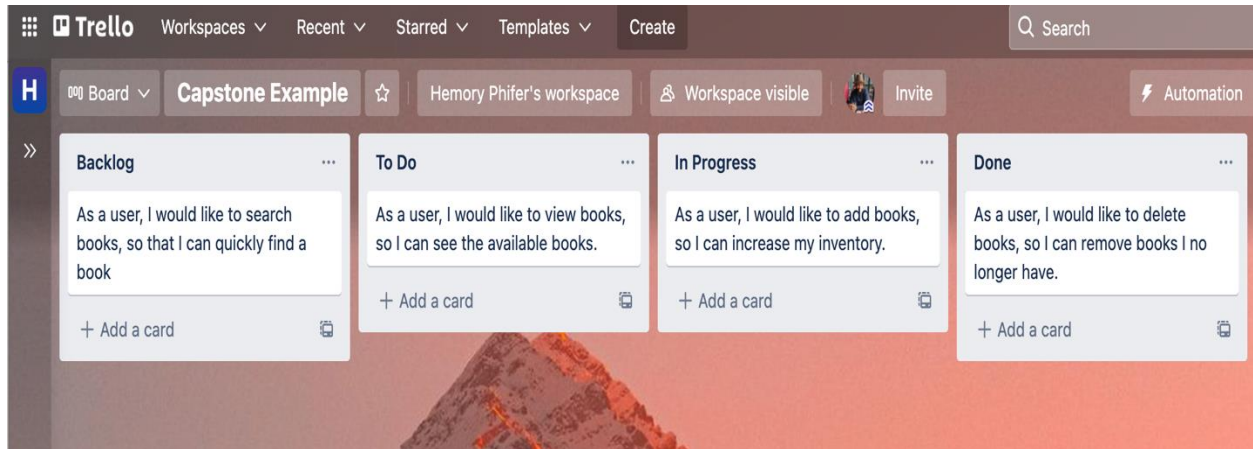
- No longer than 15 minutes
- Each person gives a sentence or two on the following
 - What did you complete yesterday?
 - What do you plan on working on today?
 - Any roadblocks or obstacles stopping you from completing your tasks?

Planning Expectations

Agile technology teams typically break up the year in to sprints. Sprints are short time frames typically around two weeks where teams plan what work they can complete in that time frame, create a backlog of work, and divvy up tasks to all team members.

We will work in one week sprints where you will do the same. Plan out the work to be done in that week, add the TODO items to your Trello board, and agree to who will complete the work as a team.

The following is an example of a Trello board for a Book Application:



Board Components:

Backlog – This is work that is not currently assigned but is planned to be done in future sprints

To Do – This is active work to be done in the current sprint

In Progress – This is work that is currently being worked on

Done – This is all the work that has been completed

User Stories

Notice that each task is written in the format of:

“As a ____, I would ____, so that ____.”

This format allows you to put your self in the clients shoes, explain the desired feature, and expresses the desired functionality.

User Stories explain the entire feature to be completed but often has individual tasks that need to be done to complete the entire user story.

As you are planning out your work, try and use this framework to get practice in how we work on technology teams here in the FOC.

Retro Expectations



The retro is an opportunity to reflect on the previous sprint. Think about team processes, team wins, and team opportunities. These are things we either want to improve upon in future sprints or continue doing.

We will also use this time as an opportunity to demo your app's progress with the client. Please make sure you schedule a retro at the times suggested in the agenda and invite the Program Managers.