**FORCE FOR GOOD – CHILDREN’S HOME NETWORK: WISHLIST APPLICATION**

**MEETING AGENDAS & NOTES**

**09/29/2016 - Internal Kick-Off**

Draft Agenda:

1. Introduce the team to Luke Franchina. 19 Hours per Week availability.
2. Determine team’s general availability for a weekly internal Stand-Up. Desire for daily Stand-Up? Perhaps while we get started?

* Decided on a few times a week.

1. Conduct skills inventory for each team member. Primary skill and others? Who will lead this?

* Luke will lead this.

1. Need to schedule existing process flow mapping session(s). Generate Epics and Stories from these sessions. Start with Luke/Marylou then talk to The Children’s Home (TCH).

* Luke will set up application demo to give overview of what was worked on.

To Do List:

1. Release planning. Formal FFG Project Check-in: January 2017, Project Work: September 2017-April 2017, Project Showcase: May 2017.
2. Determine Sprint length.

* Two week sprints

1. Create epics/stories to generate Backlog

* Luke will schedule meetings

1. Scrum Master?

* Danielle will take the position of Scrum Master

1. Review Agile Estimation approach/Estimate velocity

* We will discuss this in a future, more detailed meeting. Luke will set up workshop with current teams scrum master.

**10/05/2016 – ABC Workshop**

Tom Furland joined us as a Scrum Master to give us guidance on different methodologies to use for our development of the software.

**10/25/2016 – CHWL Application Demo**

To provide insight on the current application, there will be an internal demo to the members who have joined this Force for Good project. We also talked about the features in which the Children’s Home stated that they may take interest in:

1. Filter/Query capabilities
   1. Assigned corporation/donor
   2. Child’s name
   3. Gifts received
   4. Filter specific gift (i.e. Gift Card Only to eliminate from the list for financial institutes)
   5. Foster Family/Case Worker Name
   6. Cottage Name
   7. Children who received less than the average number of gifts
   8. Children of the same age & gender who received more than average  
      number of gifts
   9. Form creator’s name
2. Update user allowing the Admin to manage the users account by changing passwords without deleting and re-adding)
3. Import List capabilities allowing the administrator to upload when gifts received for auditing/tracking purposes.
4. Export List Special (Export subset of lists without gift cards, etc.)
5. PostgreSQL & Salesforce Sync (administrative features within the salesforce application)
6. Update passport.js for account creation to update logic to not over.

**10/27/2016 – SharePoint Discussion**

We were joined by Marty Tyler to go over the internal SharePoint site that the wish lists are uploaded to.

**11/01/2016 – Run Scripts for Part of Software Installation**

Installation of the different development software was kicked off by working on Danielle’s system. This allowed us to make sure we had a local environment set up on our SkyTap account to do development work.

**11/15/2016 – Project Status & Setup Review**

This meeting was held to get a status on how the setup of all the SkyTap accounts were going and to give a brief overview of what software was being implemented and also why.

**11/17/2016 – SharePoint site & lists**

We met with a few people involved in organizing the SharePoint site internally to help facilitate the drive for 2016.

**11/21/2016 – Story Breakdown**

Start to break down the requirements, which we had received from the Children’s Home, into stories.

1. Disable regular user from being able to manage wish lists from the dropdown menu
2. Add “Case Worker” & “Foster Family” field
3. Add a field/radio button to say if they are in a cottage or a foster home
4. Include an ID number for each child’s list
5. The ability for the administrator to import the list by uploading it back into the application, so the list can be updated with what the kids have received
6. Allow for the lists to be edited/updated after already being submitted (limited for users)
7. Assign wish list to a corporation or donor
8. Filter/Query capabilities which also allow the export of those specific searches
   1. Child’s first name
   2. Age
   3. Gender
   4. Cottage/Foster home
   5. Case worker name
   6. Specific gifts (i.e. eliminate gift cards for financial institutes)
   7. How many gifts received
   8. Children who are assigned to a specific corporation or donor
9. Allow for the list to show what the kids have or haven’t received
10. Update the user accounts to allow the Admin to change their password without deleting and re-adding the account
11. Ability to see which user account entered a specific wish list
12. Salesforce sync – will be a constant task throughout the project as we get resources to help

**11/28/2016 – Tasking out stories**

Dive deeper into the stories that were created and task them out into smaller bits that can be developed within our sprint time. We also created story sizes:

|  |  |  |
| --- | --- | --- |
| **Size** | **Story** | **Technology/Task** |
| S | Disable regular user from being able to manage wish lists from the dropdown menu | Angular |
| S | Add “Case Worker” & “Foster Family” field | Database/HTML/Angular |
| S | Add a field/radio button to say if they are in a cottage or a foster home | Database/HTML/Angular |
| S | Include an ID number for each child’s list | Database/HTML/Angular |
| XL | The ability for the administrator to import the list by uploading it back into the application, so the list can be updated with what the kids have received | HTML/Angular/TBD |
| L | Allow for the lists to be edited/updated after already being submitted (limited for users) | HTML/Angular |
| XL | Assign wish list to a corporation or donor | Database/HTML/Angular |
| L | Filter/Query capabilities which also allow the export of those specific searches | HTML/Angular |
| M | Allow for the list to show what the kids have or haven’t received | Database/HTML/Angular |
| L | Update the user accounts to allow the Admin to change their password without deleting and re-adding the account | HTML/Angular |
| M | Ability to see which user account entered a specific wish list | Database/HTML/Angular |
| XL | Salesforce sync – will be a constant task throughout the project as we get resources to help | TBD |

**12/12/2016 – Environment Status Meeting**

In this meeting, I outlined some issues that we are internally facing with getting peoples SkyTap accounts up and running, with the correct software. We were able to get in contact with some FFG team members and sort most of it, but still pending are:

1. Danielle Mundy – Still need to get updates ran, eclipse setup & import the git repository.
2. Rajmohan Naidu – Got the first part of eclipse setup & updated. Still have to import the git repository.

**12/13/2016 – Children’s Home Client Meeting**

This meeting is to let the Children’s Home know what we have been working on and to set up an on-site meeting to make sure our requirements are in line with what their expectations are.

**12/14/2016 – Sprint Planning & Mappings**

We used this time to plan out how many sprints we will have during our development time.

**01/10/2017 – Children’s Home On-Site**

Since the holidays were a crazy time, we decided to reconvene with the Children’s Home to see if their expectations have changed now that they actually were able to use the pilot of the application. A lot of good points and additional features came out in this meeting, which we were able to adjust to, and also some of the features were reprioritized or removed from scope.

Features added up to this point:

1. A regular user can no longer access “manage wishlist” page
2. User is able to add caseworkers name
3. User is able to choose cottage or foster home
4. Child ID number is displayed on the “manage wishlist” page

Features that the Children’s Home would like to see implemented, ordered by their assigned priority:

1. Filter/Query Capabilities and export of specific filters to excel spreadsheet
2. Sync salesforce with PostgreSQL to allow integration
3. Update the application to include new logo/branding
4. Remove the website/store fields on the wishlist
5. Allow for the list to show what the kids have or have not received, including salesforce for reporting
6. Export excel spreadsheet at the gift level, instead of the child level
7. Assign a wishlist to a specific corporation or donor
8. Allow for the admin to change/update passwords of user accounts
9. Add reminder on wishlist page to not exceed a certain amount of money (Admin functionality to change the $ amount)
10. Add “Entered by” field on the wishlist – required field
11. Allow for the lists to be edited/updated after already being submitted
12. Ability to expand the use of this to more holidays/events
13. Inventory of gifts brought in throughout the year: item, color, size, gender, value, donation date, donor name, program checkout
    * Gifts
    * Healthcare
    * Clothing
    * School supplies
14. Admin ability to add/remove cottages

After all of the requirements were officially gathered and sorted by priority, we committed to finishing numbers 1 thru 10 on the list above.

**01/10/2017 – BitBucket Process**

Talked with the team to discuss how the new repository works and also to figure out how we are going to make our branching strategy on BitBucket. In this meeting we also made sure everyone had access to this repository through eclipse.

**01/11/2017 – FFG Pair Programming**

In this meeting, a few of our members gathered to code a feature together. During this meeting, we actually got off track a bit in explaining the code. Since some of this is a learning experience, we decided to take the time for me to explain how we initially coded this and answer questions on why we implemented certain technologies.

**01/23/2017 – Mid-Cycle Check-in**

We had an internal meeting with the Force for Good team up in NYC to get a status of how the project is going. The project has started off slow, but it is picking up momentum now that we have more requirements that are finalized from the Children’s Home.

**01/24/2017 – Children’s Home Client Meeting**

We met with Lauren from the Children’s Home to confirm with her what we will be working on over the next sprint.

1. Database Restructure
2. Salesforce connection
3. Removing website field on the create wish list page

**01/24/2017 – Hours & Tracking Review**

All of our members are required to track the hours that we work on this project. Most of us we’re not entering them in the correct manner, so we had this meeting to review how the hours are supposed to be logged.

**01/27/2017 – Salesforce Connection Meeting**

Since we have taken up this Salesforce connection in this sprint, we need to go over how it works. If we don’t know, we will take the time to play around and do some research.

**01/30/2017 – Internal Meeting**

A few of us decided that we as a team needed to discuss the issues that arose from the initial salesforce connection meeting. This is a lot more work than we had initially anticipated, so we may have to break this up into smaller deliverables.

**02/01/2017 – Internal Meeting**

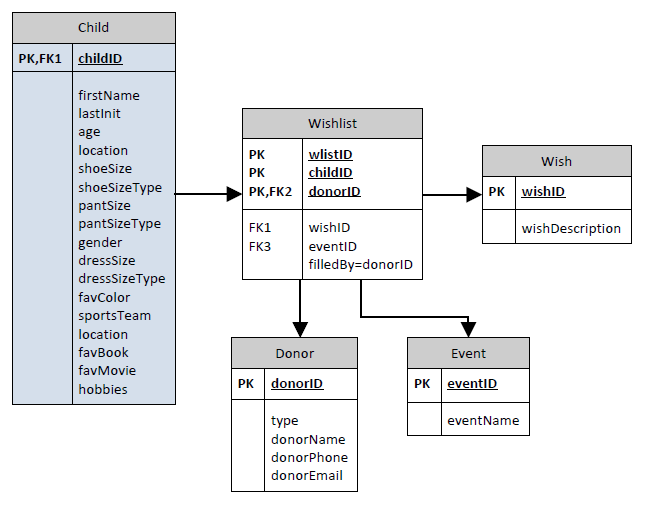
Continued our discussion on the Salesforce connection part and decided that we would move forward with splitting up this into smaller bits.

**02/17/2017 – Mob Programming**

We tried to get together as a team and figure out how the database restructure can be recoded with Sequelize. It has turned out to be very confusing, so I have reached out to Raj to get some clarification and help on what to do.

**02/18/2017 – Review Database Structure**

We went over the design below and decided to move forward with this model, to allow for future integration of features to go smoother.



**02/23/2017 – Mob Programming**

We really spent this time identifying all the changes that will need to be made in the different tables and also within the project to get rolling on features.

**02/24/2017 – Mob Programming – Salesforce Sync**

During this meeting we set up the mappings of the salesforce data and the object names.

**02/27/2017 – Mob Programming – Salesforce Sync**

We tried to make the sync between the PostgreSQL database and Salesforce happen, but it was failing for some reason.

**02/28/2017 – Mob Programming – Salesforce Sync**

We figured out what was wrong and were able to successfully get the database synced with Salesforce. Next thing we need to do is actually get data generated into them.

**03/06/2017 – Internal Sprint Demo**

We used this time to practice how we were going to demo to the children’s home through a new web-ex tool. This allowed us to do demo’s over the computer and not just in person.

**03/06/2017 – Demo to Children’s Home**

The demo went well. There are a few takeaway notes from Lauren that she would like to see. I will update this at a later point after all the topics are covered.

**03/15/2017 – Database Structuring**

Had a meeting with Raj on how we are structuring the database. We could not get it to work correctly with the associations.

**03/16/2017 – Pair Programming**

NFCH-9-Filtering/Query Capability – How the page will look. Set up the table structure on the Manage Wish List page.

**03/17/2017 – Pair Programming**

NFCH-9-Filtering/Query Capability – Started with the filtering capability by creating part of the Angular code on the Manage Wish List page.

**03/20/2017 – Internal Status Meeting**

Discussed as a team, we are going to be pushing the restructure of the database out to a possible next iteration. We have spent a lot of time trying to make it work, but we are on a time constraint and need to deliver more value to our client through other features.

**03/24/2017 – Pair Programming**

Worked as a team to start reverting our structure back to the way it was.

**03/28/2017 – Demo to Children’s Home**

Demo went well – A few items that Lauren wanted to make sure we change:

1. Change the case worker to “CHN Primary” and make sure it is a required field.
2. Make sure the “Entered By” is a required field.
3. Make the “Wishlist Item Received” field default to NULL (empty) upon creation – instead of “No”
4. Update the export button on the application to be a basic list.

**04/03/2017 – Heroku/Salesforce Sync**

Spent this time to try and get data successfully inserted into Salesforce. After a few hours, it was a success and we were able to get the data synchronized.

**04/05/2017 – FFG 1 Month to go check-in**

* Ownership:
  + Transition plan
  + Hosting
  + Training

1. Complete all work
   1. Resolve all in scope items
2. Write documentation
   1. External confluence site
      1. Project overview
      2. Team members (contact info)
      3. Agenda/Notes
      4. Dependencies/Hosting
      5. User guide
      6. Technical guide
      7. Steps/ideas for after
3. Train client & transition to work
   1. Handoff/Training
   2. Encourage them to visit the FFG confluence before cutoff (ensure they save everything locally)
   3. Host final review/retro with the client
4. Request Signoff
   1. Send email that the project is complete and the work has been transitioned
   2. FFG Wiki should be updated
   3. Documentation completed
5. Hold internal retrospective
6. Finalize internal Wiki page
7. Project Showcase
8. Tech offboarding

* This will be a “FFGTalks” event, much like a TedTalk.
  + We need to make sure that we submit our final presentation slideshow by April 24th
    - Tell a story – through the adventure
      * Who is the client
      * Mission
      * Task
    - Demo
  + There will be no podium – this will be engaging with the audience.

**04/11/2017 – Demo to Children’s Home**

Confirmed the last features we will be delivering to them before the final live demo.

**04/13/2017 – Pair Programming**

NFCH-44: Monetary Limit Reminder

**04/18/2017 – On site final demo at Children’s Home**

Went fantastic – the client was very happy with the deliverable ☺ Talked about what we are going to do for training and showcase.

**04/20/2017 – FFG Showcase Planning #1**

During this initial planning, we all sat down to discuss how we would like to go about structuring the showcase. The topics needed to be covered are:

1. Technologies used
2. Intro of team
3. Mission statement/purpose of NGO
4. Development methodology
5. Salesforce
6. Demo

In the next meeting we will discuss the proper order and who is assigned to speaking. Some follow up items are to find an old wish list, possibility of having Bob speak, and to make sure we are practicing.

**04/21/2017 – FFG Showcase Planning #2**

In this meeting, we discussed in more depth how we are going to make the order of the presentation and who is going to be assigned.

1. Introduction of project & team members – Roman
2. NGO Overview – Bob?
3. Purpose (of the toy drive) – Sharon?
4. Challenge faced – Danielle
5. Approach
   1. Development methodology (Agile) – Matt
   2. Technologies used – Luke
   3. Salesforce – Tommy
6. Solution Demo – Lauren/Brittany

**04/24/2017 – FFG Showcase Planning #3**