

BC Government Playbook

Project Status Report #1 Sprint #0

Period ending:	July 31 st , 2020
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Team Blue	Number of Units completed
Josh	10
Murphy	9
Kelly	10

Client:	Robert Kobenter / BC Government
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At the end of this week:

Number of units remaining in backlog	369
Number of units in progress	0
Number of units in review	0
Number of units completed this week	29
Number of new units identified (additional scope)	398

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Monday:

Meeting with sponsor – Discussed playbook ideation and daily journaling

Meeting with BC Government Innovation Team – Discussed initial application idea with Innovation team, and planned a more in-depth meeting for the future

Team Meeting – Spoke about general tasks at hand, began Project Charter rough draft

Tuesday:

Team Meeting – Spoke about general tasks at hand, completed Project Charter rough draft

Wednesday:

Team Meeting – Spoke about general tasks at hand, completed Project Charter, burn up chart, and initial project backlog

Thursday:

Team Meeting – Spoke about general tasks at hand

Friday:

Playbook ideation meeting with sponsor – Reviewed ideas for playbook

Sprint 0 Retro with Sponsor – Reviewed what work was done and did some planning for Sprint 1

Team Meeting – Finalized WSR1

Project Charter Work:

The team contributed equally to the project charter.

BC Government Playbook
Project Status Report # 2
Sprint # 1

Period ending:	May 22 th , 2020
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Team Blue	Number of Units completed
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Josh	3
Murphy	7
Kelly	16

Client:	Robert Kobenter / BC Government
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At the end of this week:

Number of units remaining in backlog	288
Number of units in progress	18
Number of units in review	0
Number of units completed this week	26
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Daily Meetings

Monday - N/A

Josh

What have you done since the last daily meeting?

What will you do today?

Is anything blocking you from doing your work?

Murphy

What have you done since the last daily meeting?

What will you do today?

Is anything blocking you from doing your work?

Kelly

What have you done since the last daily meeting?

What will you do today?

Is anything blocking you from doing your work?

Tuesday

Josh

What have you done since the last daily meeting?

- nothing

What will you do today?

- attend class and complete presentation assignment with group

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- General learning based on Robert's resources that he sent

What will you do today?

- attend class and complete presentation assignment with group

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- got jekyll site from GSA working locally, now able to make changes

What will you do today?

- attend class and complete presentation assignment with group

Is anything blocking you from doing your work?

- no

Other Business

- pick presentation topic - home fire safety to young adults

- estimate units of effort for current sprint - 27 units

- acceptance criteria for sprint / deadlines

Wednesday

Josh

What have you done since the last daily meeting?

- english
- looked at murphy's stuff

What will you do today?

- prep for solution ideation meeting
- work more on architecture ideation

Is anything blocking you from doing your work?

- solution personas (email robert and ask about that)
- hard to tell what robert wants
- I'm just going to do what makes sense to me

Murphy

What have you done since the last daily meeting?

- english
- first draft mock up

What will you do today?

- prep for meeting
- working with josh on solution stuff

Is anything blocking you from doing your work?

- not sure about draft

Kelly

What have you done since the last daily meeting?

- english
- e portfolio skeleton

What will you do today?

- more work on playbook recommendation
- md file flowing and bc gov look

Is anything blocking you from doing your work?

- no

Other Business

- To do for ideation meeting (check email)
- eportfolio demo

Thursday

Josh

What have you done since the last daily meeting?

- mockup solution v1

What will you do today?

- start mockup v2

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- personas
- self learning

What will you do today?

- go to english
 - re-do Solution Architecture Mock Up
 - update personas.
- Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- customized the playbook site
- forked the main repo
- played around with github pages
- added license.md
- added ministry tag "citz"

What will you do today?

- more work on playbook

Is anything blocking you from doing your work?

- no

Other Business

- look at trello board (add prototype v2, user stories)
- maybe josh continues with app stuff and murphy deploys a simple react on openshift
- openshift (pull together bd dev resources for deploying node.js app, make a node hello world)
- eng collab questions
- mini retro tomorrow
- wsr2 tomorrow
- maybe robert meeting tomorrow
- db, login save their subscriptions
 - for the sake of having a working db

Friday

Josh

What have you done since the last daily meeting?

- Explored alternate tooling for UI Mockup

What will you do today?

- WSR2
- Hopefully finish UIv2

Is anything blocking you from doing your work?

- No

Murphy

What have you done since the last daily meeting?

- Attended English (spoke for us)
- OpenShift Node.js Hello World

What will you do today?

- WSR2
- OpenShift 101

Is anything blocking you from doing your work?

- No

Kelly

What have you done since the last daily meeting?

- whole bunch of git stuff
- added to backlog
- Set up for wsr
- emailed katie and handed in presentation

What will you do today?

- WSR2

Is anything blocking you from doing your work?

- No

Other Business

- half way sprint retro
 - go over progress on trello board / review tasks
 - wsr2
 - go through personas
 - actual effort on cards (can we change effort?)
 - brainstorm session for backlog (review additions)
 - revise backlog document in drive
 - do we need a test and review list?
 - move solution personas into solution folder
 - talk about putting things into review
 - Murphy demo
 - fix burn up chart
 - wsr template in drive
 - robert whats app
-
-

Sprint 1 Planning Meeting**Close Last Sprint**

- Results?
- Unfinished Items?
- Put tooling to complete

Clarify Team Availability

- Any scheduling conflicts coming up?
- No

Go Through Backlog for This Sprint

- Talk about how our board will work with Agile

Playbook Presentation Recommendation

- Describe backlog item
- Discuss notes
- Discuss acceptance criteria
- Estimate complexity
- Is it ready to be worked on?
- Who will work it?

Solution Architecture Mockup

- Describe backlog item
- Discuss notes
- Discuss acceptance criteria
- Estimate complexity
- Is it ready to be worked on?
- Who will work it?

Solution Personas

- Describe backlog item
- Discuss notes
- Discuss acceptance criteria
- Estimate complexity
- Is it ready to be worked on?
- Who will work it?

Can we pull more work into this sprint?

- We have enough!

Agree on Sprint Goal

- Describe overarching goal for this sprint
- Finish up with project ideation and begin some coding

BC Government Playbook Project Status Report #3 Sprint #1

Period ending:	Month May 29 th , 2020
Team Blue	Number of Units completed
Josh	9

Murphy	15
Kelly	10

Client:	Robert Kobenter / BC Government
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At the end of this week:

Number of units remaining in backlog	254
Number of units in progress	0
Number of units in review	0
Number of units completed this week	34
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Daily Meetings

Week of Monday May 25th

Monday

Josh

What have you done since the last daily meeting?

- 80% done mock up v2

What will you do today?

- finish mock up
- send it to aiden
- might have a look at readme

Is anything blocking you from doing your work?

- figma was weird to learn, but all good now

Murphy

What have you done since the last daily meeting?

- local react hello world
- openshift hello world
- figured out github auto updates

What will you do today?

- self learning
- work on eportfolio

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- working on playbook look and flowing md files

What will you do today?

- continue on playbook stuff

Is anything blocking you from doing your work?

- jekyll is kinda hard

Other Business

- I might be moving to 7-3pm X
- look at the board X
- rename merge cards X
- Eportfolio work X
- camosun kanban X

Tuesday

Josh

What have you done since the last daily meeting?

- finished mockup v2

What will you do today?

- prep for app meeting tomorrow (josh will run it)
- maybe charter revisions

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- eportfolio stuff
- openshift training

What will you do today?

- namespace policies

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- playbook setup

What will you do today?

- playbook setup

Is anything blocking you from doing your work?

- it's hard

Other Business

- longer meeting on thursday

Wednesday

Josh

What have you done since the last daily meeting?

- english project charter revisions
- prep for bc innovate meeting today

What will you do today?

- meeting
- more meeting prep

Is anything blocking you from doing your work?

- english, need a second set of eyes on that

Murphy

What have you done since the last daily meeting?

- network security policy
- password encryption for eportfolio

What will you do today?

- continuing working on auto deployment from github to prod container

Is anything blocking you from doing your work?

- no, the task is hard, but that's okay!

Kelly

What have you done since the last daily meeting?

- playbook work

What will you do today?

- more playbook work

Is anything blocking you from doing your work?

- no

Other Business

- english sentence X
- robert email X

Thursday

Josh

What have you done since the last daily meeting?

- presentation

What will you do today?

- English attendance
- larger team meeting
- more figma stuff
- maybe epics-> user stories

Is anything blocking you from doing your work?

- no, maybe api

Murphy

What have you done since the last daily meeting?

- github auto build

What will you do today?

- larger team meeting
- document what you did to get GitHub to OpenShift automatic build

Is anything blocking you from doing your work?

- pipeline cli (not a big deal)

Kelly

What have you done since the last daily meeting?

- playbook work
- some planning

What will you do today?

- maybe more playbook work
- hoping to get more prep and planning done
- larger team meeting

Is anything blocking you from doing your work?

- no

Larger Team Meeting

- Planning for the next sprint X
- Retro X
- How are journals going? X
- Review to complete on board X
- Clean up backlog X
- Robert feedback on plays X
- Robert roadmap X
 - playbook
 - solution
- conceptual architecture X
- Murphy Documentation X

- “Also I am trying to get feedback on the initial stubbing of plays 4&5 from other people before I dive into nominal check lists. I really want to see Murphy document the processes he showed yesterday to do code publishing from Github to OpenShift as soon as possible if you can reaffirm that to him it can just be in a word doc for now so I understand it better” -Robert

- career meeting X

Friday N/A

Josh

What have you done since the last daily meeting?

What will you do today?

Is anything blocking you from doing your work?

Murphy

What have you done since the last daily meeting?

What will you do today?

Is anything blocking you from doing your work?

Kelly

What have you done since the last daily meeting?

What will you do today?

Is anything blocking you from doing your work?

Post Retro

- ms teams invite X

- add trello cards (versioning, openshift github flowchart) X

- dates on road maps (eight great dates with our mates, to decide our fate) X

- wsr

- extra part

- burn up chart

- back log

- vm X

Sprint 1 Retro Meeting

1. Team Welcome Justin /// Introductions and Roles

- Kelly - Scrum Master, Playbook Main Developer, Team Coach
- Josh - UI Developer, Full Stack Developer, Database
- Murphy - DevOps, Full Stack Developer, OpenShift
- Grant - Technical Steward
- Robert - Product Owner

2. Normal End of Sprint Retro

- What went well?
- What could have been better?
- Issues?

3. Show and Tell of What We Have So Far

- a. Kelly to show the overall Project schedule so everyone knows where we are in our project
- b. Kelly presents the playbook
- c. Kelly to discuss the conceptual news architecture (or what we have of one so far)
 - i. Focus is this is evolving as this is the end of our 'experiment' phase
 - ii. Starting next week we are in our development phase and because we have not laid down the solution architecture until the UI is designed that gives us the ability to pivot based on what the cross functional development team decides.
- d. Josh show the UI prototype(s)
- e. Murphy describe the OpenShift plumbing and the pipeline structure

4. Pre-Sprint 2 Planning discussion

- a. Robert presents the Product Roadmaps
- b. Kelly to show current Trello and what is on the backlog
- c. Team to give an indication how the Camosun Semester is going

What Went Well?	What Could Have Gone Better?
<ul style="list-style-type: none">• Highly productive• High level of communication• There is some good learning happening• Requirements are presenting themselves• Playbook iteration going well	<ul style="list-style-type: none">• Feeling unprepared for UI task• Judging the worth (in time/value) of a task• Learning how to estimate effort• Ensuring people are available for reviews and input

Sprint 1 Retro Notes

Journals

We should record errors, confusion in our journals. We learn a lot from failures.

Talk about success and barriers every 2nd sprint?

Keep a journal about a topic (Playbook journal, solution journal, etc...) or individual

OpenShift Pipeline

Grant and Robert will discuss what they want to see from webhooks/pipeline cli and let us know next week

How can we track versioning? If we have a bug, how do we know what version that bug appeared in?

Need a method to go from dev -> test -> prod

Important Notes

Need to research BC Gov accessibility standards

Plan a session for conceptual solution architecture

Think about times for solution and

At the end of each sprint (even numbered weeks), include everything above and the following:

1. Project end date as estimated at the end of last sprint (based on burn-up chart)

August 7th

2. Project end date as estimated at the end of this sprint (based on burn-up chart)

July 31st

3. Estimated unit completion target for this sprint

29

4. Achieved unit completion target for this sprint.

63

5. Provide context for any loss or gain in productivity.

First sprint, no loss or gain. Still trying to figure out how productive we can be.

6. Estimated unit completion target for next sprint. If different, please explain the justification.

60. We underestimated how productive we could be for sprint 1.

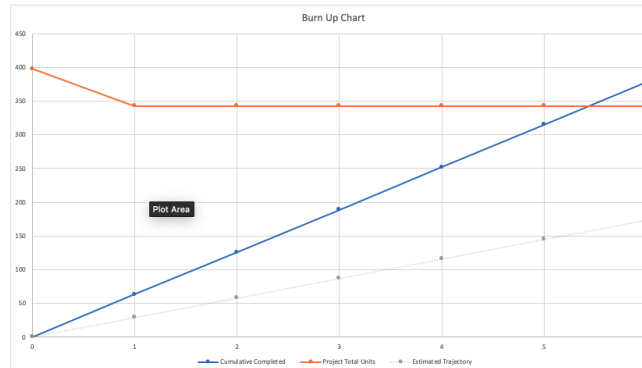
7. Attach a list of tasks addressed in the current sprint and their current state, assigned resource, and estimate.

All tasks listed below are complete.



8. Attach a picture of your completed burn up chart

Sprint	Project Total Units	Estimated Units This Sprint	Completed This Sprint	Cumulative Completed	Estimated Trajectory
0	398	29	29	0	0
1	343	29	63	63	29
2	343			126	58
3	343			189	87
4	343			252	116
5	343			315	145
6	343			378	174



BC Government Playbook Project Status Report #4 Sprint #2

Period ending:	June 5 th , 2020
Team Blue	Number of Units completed
Josh	7
Murphy	13

Kelly	18
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Client:	Robert Kobenter / BC Government
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At the end of this week:

Number of units remaining in backlog	216
Number of units in progress	16
Number of units in review	0
Number of units completed this week	38
Number of new units identified (additional scope)	3

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Daily Meetings

Week of Monday, June 1st

Monday

Post Sprint Planning Meeting

- create sprint backlog X
- talk about camosun this week X

Tuesday - 9AM

Josh

What have you done since the last daily meeting?

- set up dev environment

What will you do today?

- look over architecture / prep for wednesday meeting

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- self learning, study api

What will you do today?

- start with api

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- fixed footer, resizing issue, set up dev environment, enabled github pages on my account

What will you do today?

- school stuff (team bio)
- team video review

Is anything blocking you from doing your work?

- no

Other Business

- josh meeting
- kelly demo

Work Session

- team presentation feedback X
- team bio X
- decide about poornima sprint planning X
- add ben to trello X
- revisit api X
- hooks or classes? X
- "if it works, it works" X

Wednesday

Josh

What have you done since the last daily meeting?

- dev environment, ready to get working

What will you do today?

- get started on scaffolding

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- fetch news

What will you do today?

- scroll for more

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- more playbook work

- broken links on live site

What will you do today?

- more playbook work

Is anything blocking you from doing your work?

- mvc

Architecture Meeting

- C#

- js node react

- hard to translate

- 221 - mongo db, components, middleware, routing

Ben Meeting

- how do you apply an architecture?

- our plan was to just go through the 221 labs for front end, middleware, and db

- now having to think more critically about things

- we did the thing but we don't know how to describe what we did, which is what they want

- is it all just words?

- flux could be good

- a document on the why and how

- show the thought process

- we can say "react is new, we get the best of both worlds, but much simpler"

- give them the why

- explain the industry standards

- adding flux to react because that's what people expect in the industry

- what are we trying to satisfy by doing this (square peg round hole)?

- zoom out and strategize

1. Just do mvc in whatever way

2. Try to prove flux

Thursday

Josh

What have you done since the last daily meeting?

- architecture work

What will you do today?

- scaffolding

Is anything blocking you from doing your work?

- architecture

Murphy

What have you done since the last daily meeting?

- architecture work

What will you do today?

- infinite scrolling

Is anything blocking you from doing your work?

- architecture

Kelly

What have you done since the last daily meeting?

- architecture

What will you do today?

- architecture

Is anything blocking you from doing your work?

- architecture

Other Business

- architecture plan

- we will use flux

- today and tomorrow

- kelly is architecture

- josh continues with ui scaffolding

- murphy continues with infinite scrolling

Friday

Josh

What have you done since the last daily meeting?

- almost done scaffolding

What will you do today?

- try to finish scaffolding

Is anything blocking you from doing your work?

- nope

Murphy

What have you done since the last daily meeting?

- work on scrolling

What will you do today?

- more work on scrolling/more stories button

Is anything blocking you from doing your work?

- nothing

Kelly

What have you done since the last daily meeting?

- finished architecture document v1
- playbook work

What will you do today?

- wsr
- send architecture email

Is anything blocking you from doing your work?

- no

Other Business

- wsr
 - review architecture doc X
 - robert demos X
 - next week X
 - progress report X
-
-

Sprint 2 Planning Meeting

Close Last Sprint

- Results?
- Unfinished Items?

Clarify Team Availability

- Any scheduling conflicts coming up?
- Grant out July 30th - August 13th

Product Owner Describes Goals for This Sprint

- Playbook

- Pre-Alpha in GitHub
- start thinking about describing the publishing and building process for continued support

- Solution

- scaffolding and look (lorem ipsum)
- some news rendering
- able to describe the architecture*
- deployed in openshift

- Backlog

- *notional testing research (tdd - maybe even pseudocode test scripts)

- Solution: What do we need to deliver?
 - scaffolding and look

- something that renders the news (from where? what news? data content?)
- what is the value of the news feed?

Go Through Backlog for This Sprint

-

Agree on Sprint Goal

- Describe overarching goal for this sprint
- Where do we want to be at the end of the sprint?
- Starting coding, pre-alpha playbook, solution scaffolding deployed, proven that what we're using it for is achievable

BC Government Playbook Project Status Report #5 Sprint #2

Period ending:	June 12 th , 2020
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Team Blue	Number of Units completed
Josh	8
Murphy	12
Kelly	11

Client:	Robert Kobenter / BC Government
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At the end of this week:

Number of units remaining in backlog	185
Number of units in progress	0
Number of units in review	0
Number of units completed this week	31

Number of new units identified (additional scope)	0
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Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Daily Meetings

Week of Monday, June 1st

Monday

Post Sprint Planning Meeting

- create sprint backlog X
- talk about camosun this week X

Tuesday - 9AM

Josh

What have you done since the last daily meeting?

- set up dev environment

What will you do today?

- look over architecture / prep for wednesday meeting

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- self learning, study api

What will you do today?

- start with api

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- fixed footer, resizing issue, set up dev environment, enabled github pages on my account

What will you do today?

- school stuff (team bio)
- team video review

Is anything blocking you from doing your work?

- no

Other Business

- josh meeting
- kelly demo

Work Session

- team presentation feedback X
- team bio X
- decide about poornima sprint planning X
- add ben to trello X
- revisit api X
- hooks or classes? X
- “if it works, it works” X

Wednesday

Josh

What have you done since the last daily meeting?

- dev environment, ready to get working

What will you do today?

- get started on scaffolding

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- fetch news

What will you do today?

- scroll for more

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- more playbook work
- broken links on live site

What will you do today?

- more playbook work

Is anything blocking you from doing your work?

- mvc

Architecture Meeting

- C#
- js node react
- hard to translate
- 221 - mongo db, components, middleware, routing

Ben Meeting

- how do you apply an architecture?
- our plan was to just go through the 221 labs for front end, middleware, and db
- now having to think more critically about things
- we did the thing but we don't know how to describe what we did, which is what they want
- is it all just words?

- flux could be good
- a document on the why and how
- show the thought process
- we can say "react is new, we get the best of both worlds, but much simpler"
- give them the why
- explain the industry standards
- adding flux to react because that's what people expect in the industry
- what are we trying to satisfy by doing this (square peg round hole)?
- zoom out and strategize

1. Just do mvc in whatever way
2. Try to prove flux

Thursday

Josh

What have you done since the last daily meeting?

- architecture work

What will you do today?

- scaffolding

Is anything blocking you from doing your work?

- architecture

Murphy

What have you done since the last daily meeting?

- architecture work

What will you do today?

- infinite scrolling

Is anything blocking you from doing your work?

- architecture

Kelly

What have you done since the last daily meeting?

- architecture

What will you do today?

- architecture

Is anything blocking you from doing your work?

- architecture

Other Business

- architecture plan

- we will use flux

- today and tomorrow

- kelly is architecture

- josh continues with ui scaffolding

- murphy continues with infinite scrolling

Friday

Josh

What have you done since the last daily meeting?

- almost done scaffolding

What will you do today?

- try to finish scaffolding

Is anything blocking you from doing your work?

- nope

Murphy

What have you done since the last daily meeting?

- work on scrolling

What will you do today?

- more work on scrolling/more stories button

Is anything blocking you from doing your work?

- nothing

Kelly

What have you done since the last daily meeting?

- finished architecture document v1

- playbook work

What will you do today?

- wsr

- send architecture email

Is anything blocking you from doing your work?

- no

Other Business

- wsr

- review architecture doc X

- robert demos X

- next week X

- progress report X

Week of Monday, June 8th

Monday

Josh

What have you done since the last daily meeting?

- wsr

What will you do today?

- finish scaffolding

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- button!

What will you do today?

- encode the examplar readmemd file

- encode playbook readme

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- planning

What will you do today?

- playbook work

Is anything blocking you from doing your work?

- no

Other Business

- jason meeting X

- 12 factor X

- next sprint - stubbing out the solution, setting up the repo for our architecture X

- robert meeting X

- this week, look at both trello boards X

- Josh's week - meeting on friday X

Tuesday

Josh

What have you done since the last daily meeting?

- finished combining murphy and josh work

What will you do today?

- maybe more nav work

- focus on business

Is anything blocking you from doing your work?

- bootstrap is annoying

Murphy

What have you done since the last daily meeting?

- two readmes

- eportfolio team bio

What will you do today?

- deploy the app! (test - using personal github)

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- started progress report

- created github pages for eportfolio

- a few changes to eportfolio

- playbook typography and other work (ad hoc requests from robert)

What will you do today?

- progress report

Is anything blocking you from doing your work?

- no

Other Business

- github pages for eportfolio

- poornima

- progress report tomorrow

Wednesday

Josh

What have you done since the last daily meeting?

- Bootstrap studying

What will you do today?

- Nothing (Business studying for mid-term + de-stressing)

Is anything blocking you from doing your work?

- No

Murphy

What have you done since the last daily meeting?

- self study

What will you do today?

- thinking about showing the news

Is anything blocking you from doing your work?

- showing news is hard

Kelly

What have you done since the last daily meeting?

- progress report rough draft

- playbook work

What will you do today?

- enter playbook content

Is anything blocking you from doing your work?

- no

Other Business

- news story implementation
- jason at noon (questions, framing) X
- next sprint
 1. Playbook contribution documentation
 2. Setting up application structure for flux
 3. Maybe other things

App
Header
content
footer
App

Content
If button pressed = true
 Render headlines
Else
 <Story Content headline = response.blahblah.headline, story = response.blahblah.story>
Content

State 1
Headline
New type
Headline
News type
Headline
News type

State 2
1 headline
content/story

Thursday

Josh

What have you done since the last daily meeting?

- nada

What will you do today?

- maybe more bootstrap

- maybe progress report

Is anything blocking you from doing your work?

- life stuff

Murphy

What have you done since the last daily meeting?

- working on headline news story

What will you do today?

- go to english
 - more work on showing news story
- Is anything blocking you from doing your work?
- it's a bit hard

Kelly

What have you done since the last daily meeting?

- playbook work

What will you do today?

- playbook work

Is anything blocking you from doing your work?

- no

Other Business

- english attendance
- scribe for retro

Friday

Josh

What have you done since the last daily meeting?

- nada

What will you do today?

- nada

Is anything blocking you from doing your work?

- nada

Murphy

What have you done since the last daily meeting?

- openshift configuration
- bug fixes

What will you do today?

- not sure maybe nothing
- kelly recommends nothing

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- launched the playbook!

What will you do today?

- nada

Is anything blocking you from doing your work?

- no

Other Business

- review wsr
 - sprint planning meeting time
-
-

Sprint 2 Retro Meeting

1. Normal End of Sprint Retro

- a. What went well?
- b. What could have gone better?
- c. Any issues?

2. Demo

- a. Playbook Alpha on BC Gov Repo
- b. Solution Scaffolding and News Rendering

3. Next Sprint

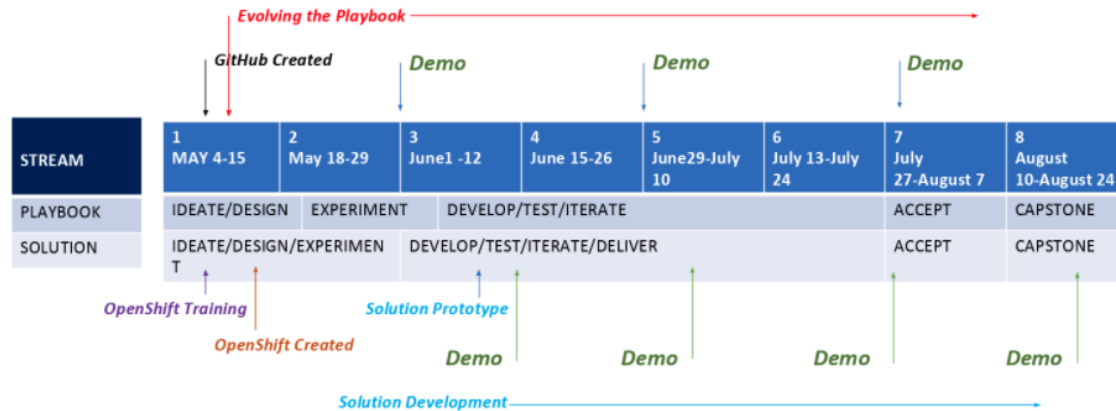
- a. Possible goals for next sprint
 - i. Playbook documentation (contributing)
 - ii. Weekly change requests (issues)
 - iii. Flux architecture solution scaffolding
- b. Trello board review

4. Robert's Notes

- a. How will the team follow the playbook in order to improve the playbook?
- b. Would like to see the 12-factor list filled out as we go to show how we are adopting parts or all of it
- c. Explain the solution architecture as we move forward... is it a progressive or responsive web app?
- d. Would like the code to move into the BCGOV/CITZ-IMB-Capstone2020 repo
 - i. Folder structure
 - ii. Readmes/documentation
 - iii. The development workflow
 - iv. Testing strategy
- e. Would like to have a code review on Wednesday June 24

What Went Well?	What Could Have Gone Better?
<ul style="list-style-type: none">● Please with work output, launching the alpha was awesome!● When someone completed a task, they moved on to more tasks● First solution merge is working well● Great teamwork● Working within timelines and fluid goals● People are demonstrating values of the playbook● Realistic sprint planning and execution	<ul style="list-style-type: none">● Time management on Robert's side● Time management on team side as well

Timelines



Sprint 2 Retro Notes

Robert and Grant both pleased with productivity.

Grant wants further playbook improvements, expected to happen over the next 8 weeks.

Justin mentioned Bootstrap looks like a good framework moving forward, high popularity across Canada.

Grant wants us to get the Flux architecture more fleshed out.

Robert will use GitHub for change requests.

Document how many hours you CAN allocate to a week/sprint, then we can judge how many units we can actually complete.

Keeping track of people's time/availability is very important moving forward.

Need to think of a process we can go through to get from test -> prod.

Code review once a month June 24th, to see what goes into a code review.

Real code review in July.

- make sure we follow best practices.
- Grant wants to be able to follow our logic through comments in our code
- Automated toolsets?
- Security (Sonarcube)

Robert wants to see how we're journaling.

React frameworks to auto-document our code.

Get involved in RocketChat, so people can point us in the right direction.

Start following the playbook

12 Factors

Catalog mistakes.

MURPHY

Document OpenShift/GitHub process.

Document the process of working with the API.

JOSH

Flux architecture needs to be expanded upon.

KELLY

Make corrections to playbook text.

At the end of each sprint (even numbered weeks), include everything above and the following:

- 1. Project end date as estimated at the end of last sprint (based on burn-up chart)**
 - Based on actual unit completion it was set for the middle of August, but based on our estimation of unit completion (gray line) it was somewhere in September.
- 2. Project end date as estimated at the end of this sprint (based on burn-up chart)**
 - July 24th
- 3. Estimated unit completion target for this sprint**
 - 60
- 4. Achieved unit completion target for this sprint.**
 - 69

5. Provide context for any loss or gain in productivity.

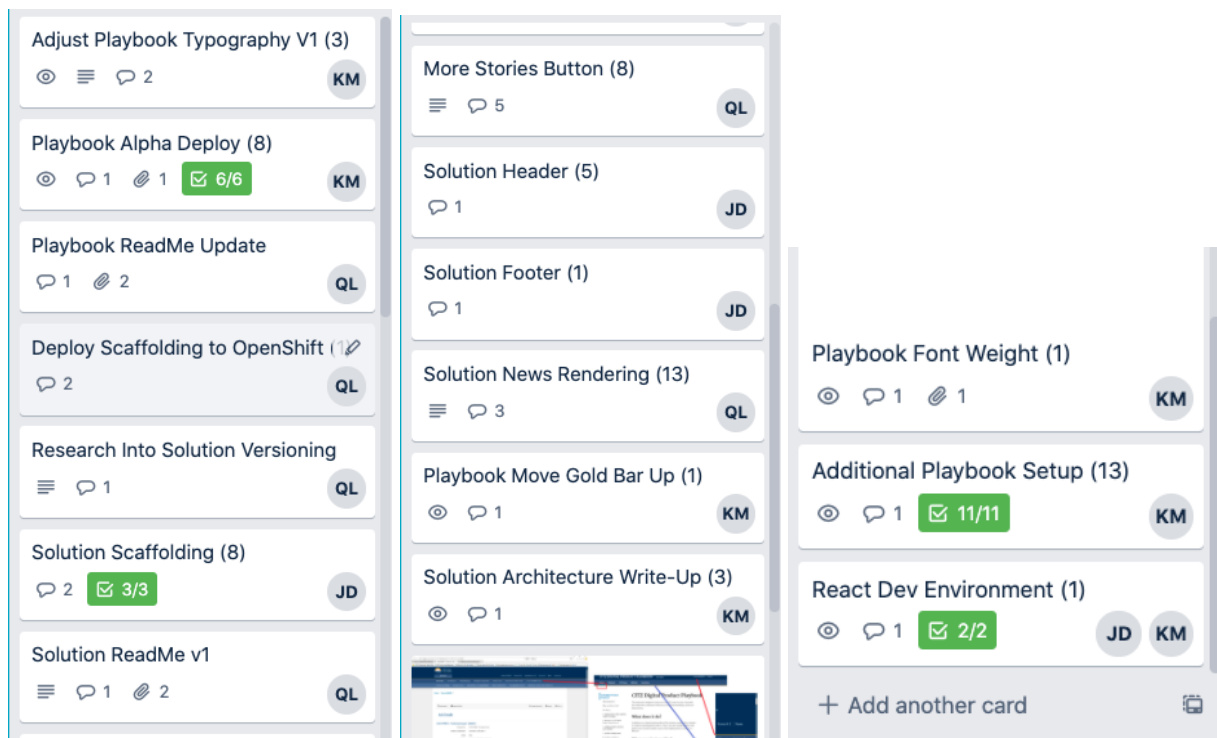
- Gain in productivity due to highly effective teamwork and communication.

6. Estimated unit completion target for next sprint. If different, please explain the justification.

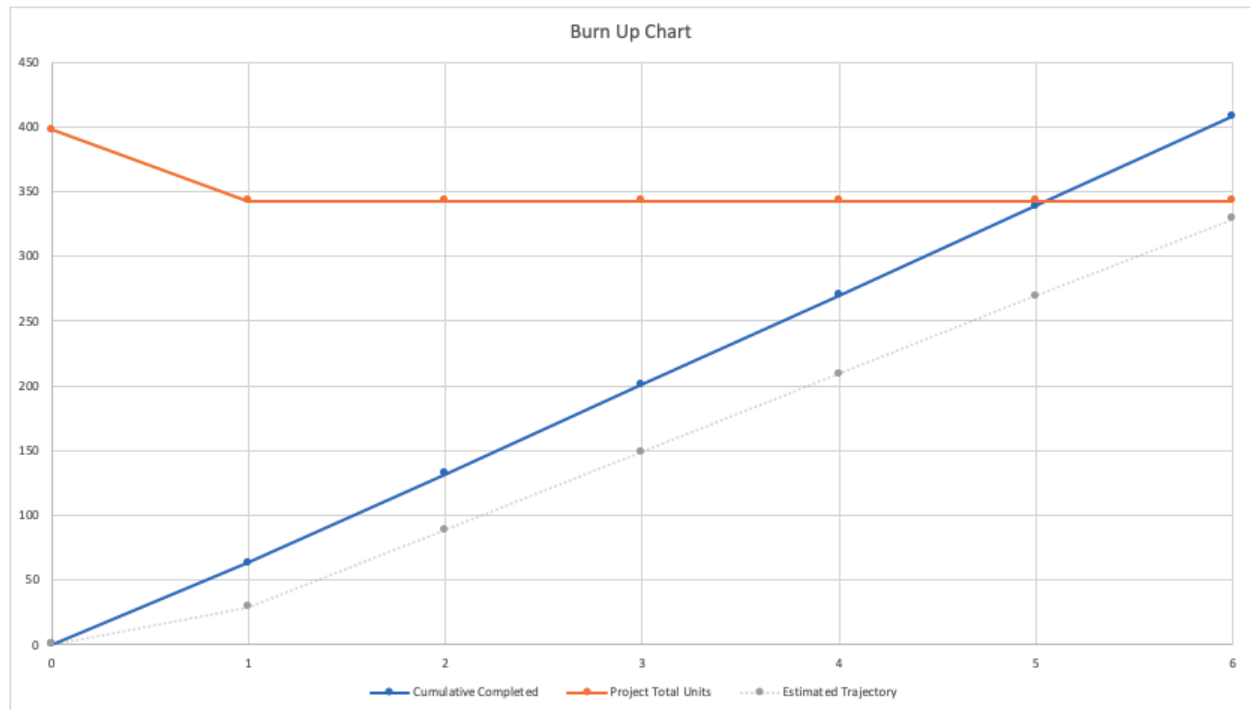
- 60

7. Attach a list of tasks addressed in the current sprint and their current state, assigned resource, and estimate.

- All tasks below are complete. Resource is abbreviated in circle, and estimate is in brackets.



8. Attach a picture of your completed burn up chart



BC Government Playbook

Project Status Report #6 Sprint #3

Period ending:	June 19 th , 2020
----------------	------------------------------

Team Blue	Number of Units completed
Josh	8
Murphy	16
Kelly	8

Client:	Robert Kobenter / BC Government
----------------	---------------------------------

At the end of this week:

Number of units remaining in backlog	153
Number of units in progress	23
Number of units in review	0
Number of units completed this week	32
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Daily Meetings

Week of Monday, June 15th

Monday

Post Sprint Planning Meeting

- camosun presentation X
- trello tasks for this sprint
- robert email X

Sprint Goals

Kelly

- Playbook documentation
- Change Requests on Playbook

Murphy

- Documentation of how the code will flow through the OpenShift Containers (dev to test to prod)
- local -> github -> dev -> test -> prod
- local -> dev github branch -> dev openshift
 - > merge to test github branch -> test openshift container
 - > merge to prod github branch -> prod openshift container
- could just be a flow chart
- might need to ask robert more about that

Josh

- Flux Folder structure/architecture and app skeleton together on BC Gov Repo
- Epics into user stories

Tuesday

Josh

What have you done since the last daily meeting?

- research architecture

What will you do today?

- presentation video
- more research

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- research into openshift

What will you do today?

- video record
- have a nap
- meet with robert to talk about testing automation

Is anything blocking you from doing your work?

- everything

Kelly

What have you done since the last daily meeting?

- planning
- my video, started the editing process

What will you do today?

- go to class
- sketch out a rough outline of the final sprints
- maybe some playbook stuff

Is anything blocking you from doing your work?

- no

Wednesday

Josh

What have you done since the last daily meeting?

- research on redux

What will you do today?

- make video

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- redeploy app

- made your video

What will you do today?

- meeting with poornima

- self study

Is anything blocking you from doing your work?

- everything

Kelly

What have you done since the last daily meeting?

- presentation work

- playbook documentation

What will you do today?

- presentation work

- playbook documentation

Is anything blocking you from doing your work?

- no

Other Business

- send email to robert X

- Murphy works too hard! X

- 8 hours

- mental health, we want a happy murphy

- 1pm meeting X

- trello board accuracy X

- update murphy's cards X

- Have the github->openShift web hook going from github to the dev environment (currently it goes to the test environment)
- Send an email to the Rocketchat #devops-howto channel
 - So we see what kind of response he gets , demonstrates an element of the playbook of using eth community to assist
- Writes an API test to validate the API is returning data and exposes that as an API which the tooling will key off of to say yes promote code to next environment
- Will add logging at this stage and send an email if it fails

Thursday**Josh**

What have you done since the last daily meeting?

- 80 percent done user stories

What will you do today?

- finish the above

- maybe architecture

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- 3.5 hour meeting with robert

- set up the pipeline through the containers

- Murphy is happy with the **result**

- robert is happy

- still need to implement testing

- so the pipeline is working, but now robert just needs the automated testing

What will you do today?

- fix the web hook for testing

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- presentation

What will you do today?

- playbook documentation

Is anything blocking you from doing your work?

- no

Other Business

- english class

- Where are you at with your Progress Report or the Presentation?
 - Done both, handed both in
- What is one thing you will do differently in your Progress Report Presentation from what you did in your Practice Presentation?
 - Tighter editing with the cuts after presentation ends
 - Better video alignment with slides, (no overlap)
 - Territorial acknowledgement
- Think back to your comments on the team's video you watched and reviewed. What was one thing they did really well that you think other groups should do in their presentations too?
 - Clear speaking

Friday

Josh

What have you done since the last daily meeting?

- added stories to board

What will you do today?

- other school stuff

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- openshift and jenkins configuration

What will you do today?

- chill, maybe more work, no big deal

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- playbook documentation

What will you do today?

- wsr

Is anything blocking you from doing your work?

- no

Other Business

- wsr

- review board

- email count 390 X

- react favicon to bc gov favicon X

- added a few things to the board

- my thoughts on goals (just do work) X

- robert email suggestions X

Hi Kelly, quick follow up:

I am feet first in some gov policy stuff today but when I took a quick look at the initial solution code a few things struck me

I realize it was a quick Proof of Concept and does not reflect the architecture the team is going with, I like the componentized was the web scaffolding is that's good.

I realize Murphy wanted to demonstrate the working newsfeeds. But I am hoping that the URL wont be hard copied in but rather in a config file and passed in as an environment variable ?

The aim is to demonstrate as many of the 12 factor elements as possible and the creation of a PWA.

Looking forward to where the Flux arch is going.

One other little nit, naming of the app now would be a good time to just refer to it by a name like

Capstone2020 rather than the default 'react app'



Thanks again for everything!

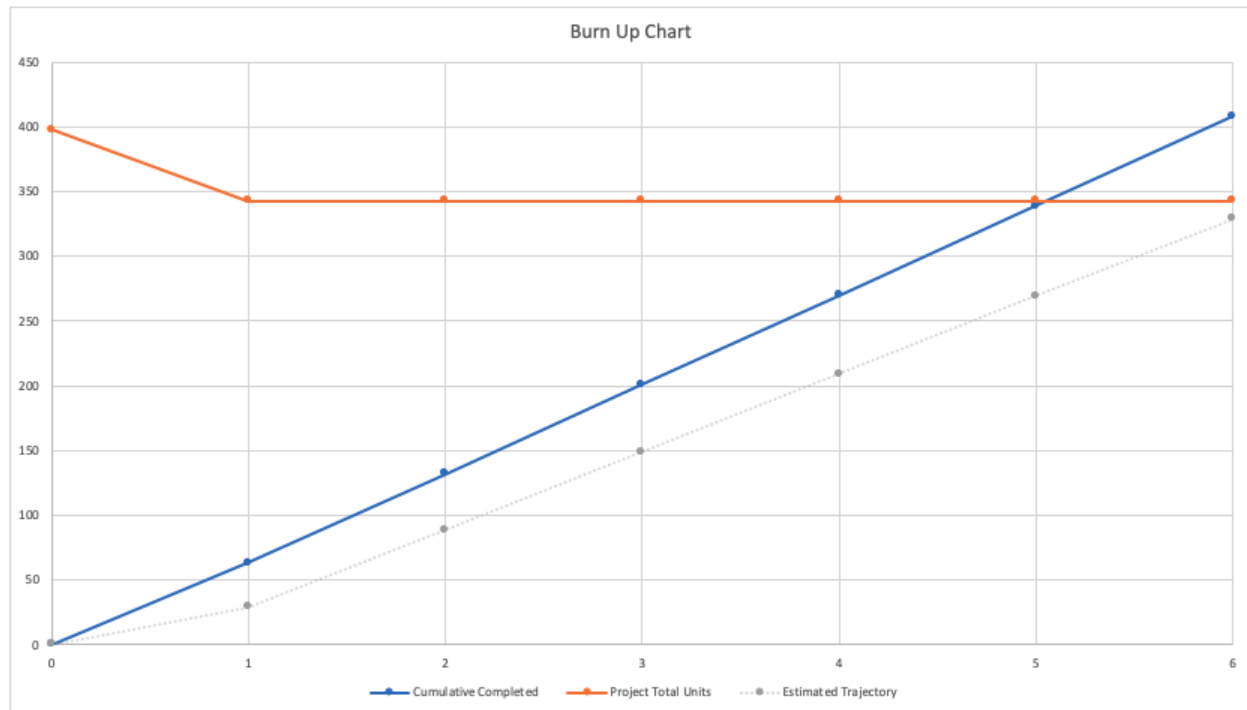
As for yesterday, I think the type of documentation we need from Murphy is pretty simple
Just my thoughts here.....

1. Move your code from the private repo to the BCGOV/Capstone2020 repo by doing "this....."
2. When multiple people are submitting code then ensure that an merge/integration test is done to ensure there will be no issues "...do this...."
3. Once the code has been committed and the team is confident that the quality is ensured then commit the code to the OpenShift pipeline by "....doing this...."
4. The code will propagate thru the pipeline based upon a unique build number which is created by "....doing this....." at this stage "....."
5. To test that the publication is working correctly do this test....
 - i. In the code repo rename the title text or add to the
title text
 - ii. Commit the change
 - iii. Start the pipeline
 - iv. Validate the text change on the web page in the dev
environment
 - v. Revert the test back if the change is unintended...

robert

Burn Up Chart

Hey Ben, I know you said in class that you want the burn up charts in every WSR now, but that might not make sense as the charts are set up for sprints, and not weeks. Any data we put in for an individual week would make it look like half of the normal work was done in one sprint period, and create an inaccurate projection for the rest of the sprints. So, for the sake of having a chart, here is our chart from last WSR. Love you!



BC Government Playbook Project Status Report #7 Sprint #3

Period ending:	June 26 th , 2020
----------------	------------------------------

Team Blue	Number of Units completed
Josh	17
Murphy	21
Kelly	9

Client:	Robert Kobenter / BC Government
----------------	---------------------------------

At the end of this week:

Number of units remaining in backlog	135
--------------------------------------	------------

Number of units in progress	0
Number of units in review	0
Number of units completed this week	47
Number of new units identified (additional scope)	29

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Sprint 3 Dailies

Week of Monday, June 22th

Monday

Josh

What have you done since the last daily meeting?

- flux research

What will you do today?

- folder structure

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- pipeline stuff

What will you do today?

- little more pipeline stuff

Is anything blocking you from doing your work?

- sort of but not really

Kelly

What have you done since the last daily meeting?

- put playbook documentation into markdown, and my forked repo

What will you do today?

- more playbook documentation

Is anything blocking you from doing your work?

- no

Other Business

- code review this week X
- English Attendance KM X
- english check in next week monday 12 or 1230 X
- look at boards X

Tuesday

Josh

What have you done since the last daily meeting?

- implemented flux architecture
- added small change requests to web app

What will you do today?

- merge mine and Murphy's work
- continue working on news app

Is anything blocking you from doing your work?

- merging code is a bit messy

Murphy

What have you done since the last daily meeting?

- a lot of reading and testing of pipeline
- pipeline at 90% done

What will you do today?

- api testing

Is anything blocking you from doing your work?

- figuring out the api test

Kelly

What have you done since the last daily meeting?

- playbook documentation

What will you do today?

- more playbook documentation

Is anything blocking you from doing your work?

- no

Other Business

- Ask ben if he knows anything about Jenkins scripts

Wednesday

Josh

What have you done since the last daily meeting?

- merged j and m work
- that was big

What will you do today?

- try to fix search bar
- might be hard

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- merge j and m work
- got test api working!

What will you do today?

- trello stuff

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- playbook documentation

What will you do today?

- playbook documentation

Is anything blocking you from doing your work?

- no

Other Business

- robert email X
- trello board X

Thursday

Josh

What have you done since the last daily meeting?

- took a day

What will you do today?

- maybe pull in some extra work but sprint goals are done so no biggie, no diggity

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- day off

What will you do today?

- research for tomorrow's meeting

Is anything blocking you from doing your work?

- nothing

Kelly

What have you done since the last daily meeting?

- pushed to playbook master

What will you do today?

- english attendance

Is anything blocking you from doing your work?

- no

Other Business

- robert's email X

- glitch email X

- goal for next sprint is go easy on murphy X

Friday

Other Business

- wsr7

- project backlog

- monday

Sprint 3 Retro Meeting

1. Normal End of Sprint Retro

- What went well?
- What could have gone better?
- Any issues?

2. Demo

- Playbook Issues and Development Guide
- Solution Pipeline
- Solution Architecture

3. Next Sprint

- Possible goals for next sprint
 - Database for solution
 - Database for OpenShift
 - Database Documentation
 - Playbook issues as they come up
 - Playbook header and footer
 - Revised plays
 - Playbook grammar first pass?
 - Preparing for playbook beta
- Trello board review
 - Notes on Trello cards

What Went Well?	What Could Have Gone Better?
------------------------	-------------------------------------

<ul style="list-style-type: none"> ● Use of “Issues” on the playbook github ● A lot of progress on foundational work (pipeline, playbook feedback, updated codebase on github) ● Communication ● Teamwork - Putting our heads together and figuring out GitHub issues 	<ul style="list-style-type: none"> ● Too much pressure on Murphy ● Trello Cards ● Expectations on output
---	---

Sprint 3 Retro Notes

VERY IMPORTANT:

- We need to write our process we went through solving out GitHub issues
- What was the problem? How did we solve it? Any warnings for future groups?
- Need to note why we changed folder structure (redundancy)

Playbook:

- Playbook is actually being used by BC Gov already!
- Robert wants a build guide, Kelly already made one

Pipeline:

- Pipeline API testing is great

Solution:

- We need to create better Trello cards to define our goals better
- Robert wants us to take a second look at our architecture
- Before we build a database redo Trello cards
- Grant’s thoughts: Instead of creating a database use cookies so we can save time
- We should take a couple days to think it over
- Grant doesn’t like a login feature
- We need our user stories to look something like this:
 - As a user I would like to tag stories so I can access them easily at a later date
- Robert wants us to look into an installable progressive web app

At the end of each sprint (even numbered weeks), include everything above and the following:

1. Project end date as estimated at the end of last sprint (based on burn-up chart)

- Is this supposed to be for the gray line or the blue line?
- Blue line - July 26th
- Gray line - August 14th

2. Project end date as estimated at the end of this sprint (based on burn-up chart)

- Blue line - July 24th
- Gray line - August 14th

3. Estimated unit completion target for this sprint

- 60

4. Achieved unit completion target for this sprint.

- 79

5. Provide context for any loss or gain in productivity.

- Having to keep up with sponsor demands

6. Estimated unit completion target for next sprint. If different, please explain the justification.

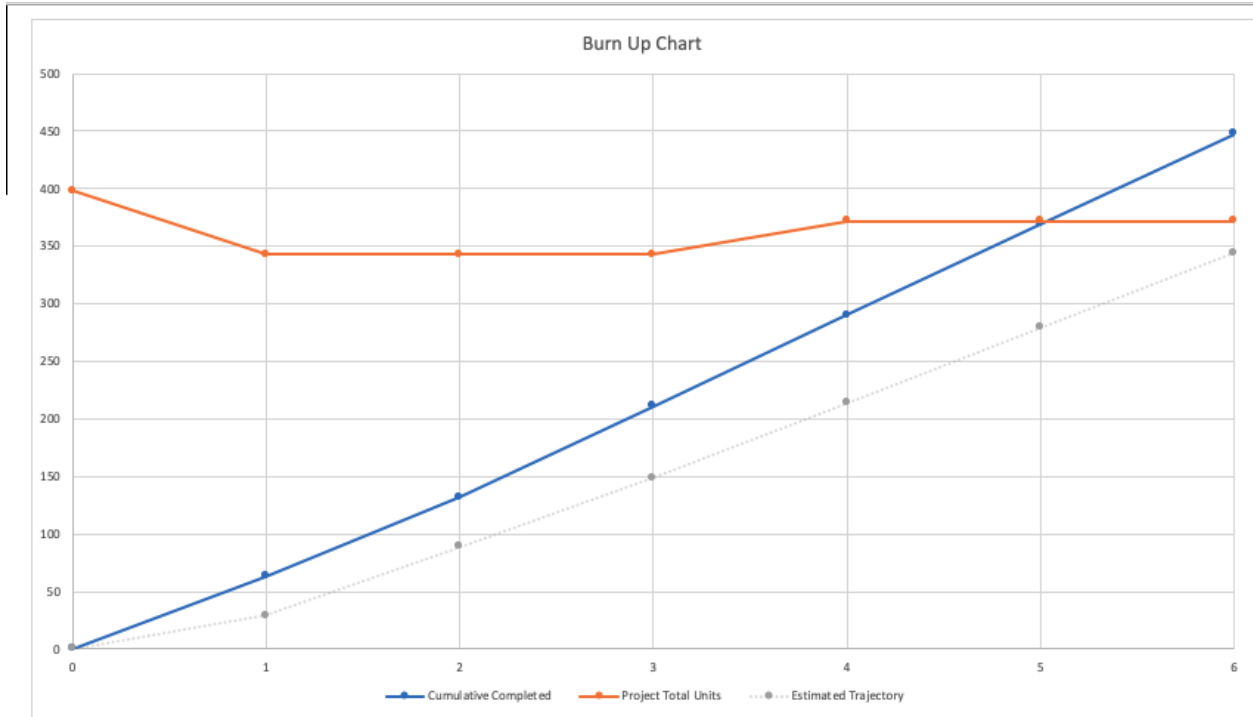
- 65
- Looks like we generally underestimate ourselves, based on the last few sprints

7. Attach a list of tasks addressed in the current sprint and their current state, assigned resource, and estimate.

- Estimates in brackets



8. Attach a picture of your completed burn up chart



BC Government Playbook Project Status Report #8 Sprint #4

Period ending:	July 3 rd , 2020
----------------	-----------------------------

Team Blue	Number of Units completed
Josh	0
Murphy	10
Kelly	13

Client:	Robert Kobenter / BC Government
----------------	---------------------------------

At the end of this week:

Number of units remaining in backlog	112
Number of units in progress	26

Number of units in review	0
Number of units completed this week	23
Number of new units identified (additional scope)	0

Note on Productivity:

This week we had three things that affected our overall productivity:

- Personal Tragedy
- Sprint planning meeting one day later than normal
- Holiday

The sponsor is being very supportive and understanding. Using clear lines of communication was very helpful.

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Sprint 4 Dailies

Week of Monday, June 29th

Monday

Team Meeting at 1030

- revising goals and trello board X
- all trello cards follow template X
- plans moving forward (saryta email) X
- review retro notes X
- prep for english meeting X
- review robert db email X
- look at this week for camosun X
- Send out planning meeting agenda X

Tuesday

Post Sprint Planning Meeting Meeting

- Murphy solution update X
- sprint goals X

Wednesday

Josh

What have you done since the last daily meeting?

- nada

What will you do today?

- take day off (holiday)

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- pagination and fetch api from env file

What will you do today?

- nada

Is anything blocking you from doing your work?

- research is tough

Kelly

What have you done since the last daily meeting?

- nada

What will you do today?

- make my cards
- start on beta work

Is anything blocking you from doing your work?

- no

Other Business

- english website plan X

Thursday

Josh

What have you done since the last daily meeting?

- personal emergency

What will you do today?

- focus on josh!

Is anything blocking you from doing your work?

Murphy

What have you done since the last daily meeting?

- nada

What will you do today?

- openshift research

Is anything blocking you from doing your work?

Kelly

What have you done since the last daily meeting?

- playbook ui tasks
- began english website

What will you do today?

- maybe finish english website

Is anything blocking you from doing your work?

- no

Other Business

- architecture
- robert emails

Friday

Josh

What have you done since the last daily meeting?

- took care of himself
- cookie research

What will you do today?

- keep on truckin

Is anything blocking you from doing your work?

- cookies are funny
- deciding between cookies and local storage

Murphy

What have you done since the last daily meeting?

- pwa

What will you do today?

- pwa

Is anything blocking you from doing your work?

- not sure
- openshift reduce build time goal needs feedback from robert and poornima

Kelly

What have you done since the last daily meeting?

- finished english website
- playbook work

What will you do today?

- playbook work

Is anything blocking you from doing your work?

- no

Other Business

- Josh week off X (decided to keep working)
 - English website X
 - PWA Murphy X
 - WSR - kelly will do it
-
-

Sprint 4 Planning Meeting

1. Close Last Sprint

- Results?
- Unfinished Items?

2. Clarify Team Availability

- Any scheduling conflicts coming up?
- Grant out July 30th - August 13th

3. Talk About Final Sprints

- Sixth and final sprint is a “half sprint”
 - Second half for fixing any final issues
- Review “RemainingSprints” document
- BC Executive presentation?

4. Goals for This Sprint

a. Playbook

- Work Towards Beta Release

b. Solution

- Implement Cookies
- Implement the features that make use of those cookies
- Maintain journaling
- Keeping documentation in mind
 - Quick start and setup guide (local development)

c. OpenShift

- Reduce Build Time (And Introducing Winston)
- Telemetry*

5. Go Through Backlog for This Sprint

- Any issues here?

6. Agree on Sprint Goal

- a. Describe overarching goal for this sprint
 - b. Where do we want to be at the end of the sprint?
 - c. Work towards playbook beta, solution cookies, OpenShift build time
-
-

Remaining Sprints

Sprint 4 - Cookies

June 29th - July 10th

- Solution
 - Set up cookies
 - Cookie feature development
- OpenShift
 - Telemetry* (logging)
 - Minimize build time
- Playbook
 - Working towards Beta

Sprint 5 - Features

July 13th - July 24th

- Solution
 - Implement PWA
- OpenShift
 - Telemetry* (logging)
- Playbook
 - Working towards Beta

Sprint 6 - Final Sprint (Half Sprint)

July 27th - August 7th

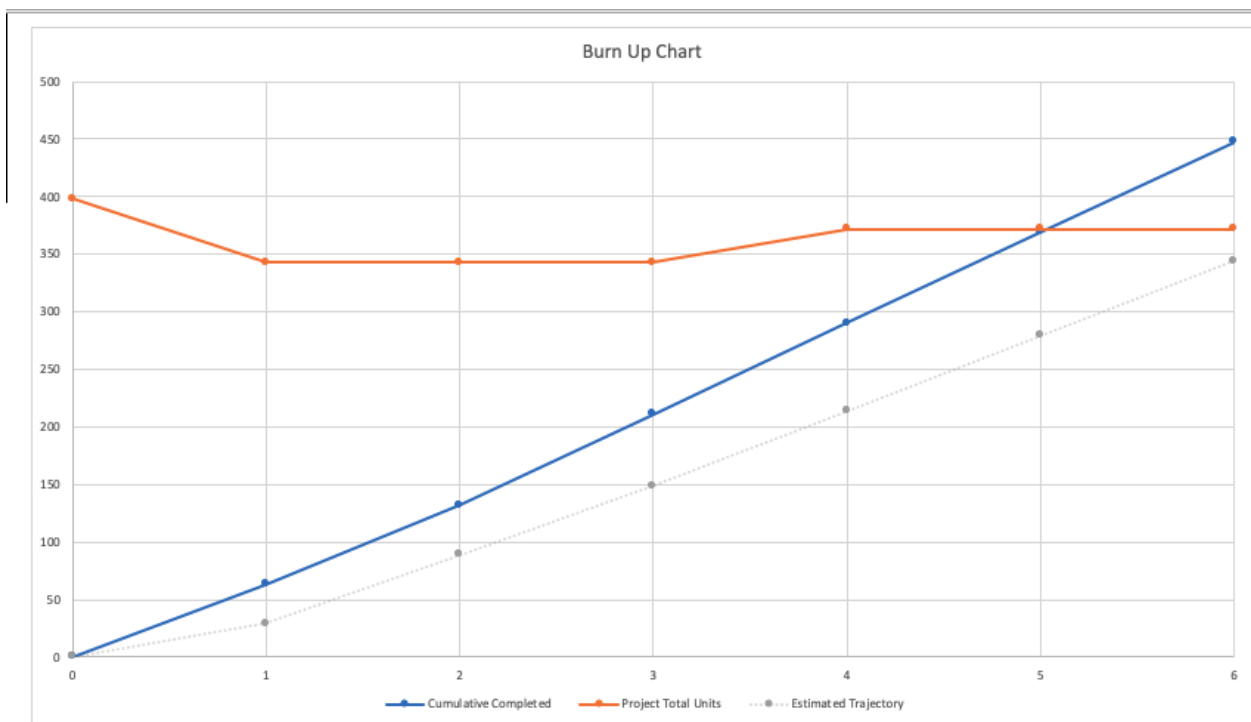
- Solution
 - Wrap up development
 - Consider GitHub version release
- OpenShift
 - ???
 - Any additional documentation
- Playbook
 - Beta Released
- Transition and Sustainment:
 - Any extra documentation
 - Document on how our application follows 12f
 - Presentation to BCGov Exec
- **Last day of instruction is August 7th**

- Nothing new being developed after Friday, July 31st
- Week of August 3rd is for fixing any issues before symposium

Post Project Timeline

August 10th - August 15th

- Symposium here
- Finishing off Camosun assignments, documents, and prep needed for symposium



BC Government Playbook Project Status Report #9 Sprint #4

Period ending:	July 10 th , 2020
----------------	------------------------------

Team Blue	Number of Units completed
-----------	---------------------------

Josh	26
Murphy	16
Kelly	24

Client:	Robert Kobenter / BC Government
----------------	---------------------------------

At the end of this week:

Number of units remaining in backlog	46
Number of units in progress	0
Number of units in review	0
Number of units completed this week	66
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Sprint 4 Dailies

Week of Monday, July 6th

Monday

Josh

What have you done since the last daily meeting?

- research on cookies

What will you do today?

- try to finish cookies

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- pwa pwa pwa

- robert seems happy

What will you do today?

- fix pwa bug

- dark mode

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- wsr

- playbook updates

What will you do today?

- more playbook work

- update my cards

Is anything blocking you from doing your work?

- no

Tuesday

Josh

What have you done since the last daily meeting?

- cookies work nice

What will you do today?

- work on react re-render

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- robert wants cookie notification

What will you do today?

- work on that

Is anything blocking you from doing your work?

- weird robert stuff

Kelly

What have you done since the last daily meeting?

- playbook

What will you do today?

- more playbook stuff

Is anything blocking you from doing your work?

- no

Other Business

- daily tomorrow

- fetch

- fetch from “posts” from the api, with the saved cookie keys

Extra Meeting

- logo X

- josh’s thing

- murphy’s thing

Wednesday

Josh

What have you done since the last daily meeting?

- trying to display the pinned news

What will you do today?

- keep working on that

Is anything blocking you from doing your work?

- it’s hard

Murphy

What have you done since the last daily meeting?

- dark mode

What will you do today?

- take beautiful little break

- no more work for murphy for the rest of the sprint

Is anything blocking you from doing your work?

- very tired

Kelly

What have you done since the last daily meeting?

- playbook work

- readthrough and grammar

What will you do today?

- playbook work

Is anything blocking you from doing your work?

- no

Other Business

- demo for robert at 230 X

- final presentation recording X

- remaining sprints X

Thursday

Josh

What have you done since the last daily meeting?

- finished!

What will you do today?

- combine with murphy's work

- push that to bc gov master

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- relaxed

What will you do today?

- more relax

- english

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- playbook stuff

What will you do today?

- playbook stuff

Is anything blocking you from doing your work?

- no

Friday

Josh

What have you done since the last daily meeting?

- finished cookies

What will you do today?

- sprint retro

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- more relaxation

- helped with cookies

What will you do today?

- more relaxation

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- finished playbook updates

What will you do today?

- sprint retro and wsr

Is anything blocking you from doing your work?

- no

Sprint 4 Retro Meeting

1. Normal End of Sprint Retro

- a. What went well?
- b. What could have gone better?

2. Demo

- a. Playbook Beta
- b. Solution Cookies
- c. Solution PWA

3. Possible Next Sprint Goals

- a. Solution
 - i. Implement Redux
 - 1. Probably not
 - 2. Instead, let's create documentation that explains how the solution is event-driven
 - a. Be able to tell a story about why the solution ended up the way it is, and include some elements of architecture in there
 - b. Images and words
 - ii. UI refinement
 - iii. Cookie Notification and Acceptance (likely no 1 priority)
- b. OpenShift
 - i. Telemetry* (logging)
- c. Playbook
 - i. Beta Release
 - ii. Take Feedback
 - iii. Maybe start planning another release
 - iv. Look into programmatic version tag
 - v. Start planning transition

4. Look at Remaining Sprints Document

- a. Discussion on the rest of the project

What Went Well?	What Could Have Gone Better?
<ul style="list-style-type: none">• Nice and productive (x2)	<ul style="list-style-type: none">• People working in silos

<ul style="list-style-type: none"> • Murphy pivoted around his task to do the PWA • Josh kept on working, even though times were tough • Kelly and Robert collaboration • Productivity based on self-learning and implementation • Going down a rat's nest and coming out clean on the other end • Clean code • Trello use • Good team synergy 	<ul style="list-style-type: none"> • Could have more frequent pushes to the personal GitHub repos • Looking back, could have spent more time nailing down MVP
--	---

At the end of each sprint (even numbered weeks), include everything above and the following:

1. Project end date as estimated at the end of last sprint (based on burn-up chart)

- Blue line - July 24th
- Gray line - August 14th

2. Project end date as estimated at the end of this sprint (based on burn-up chart)

- Blue line - July 24th
- Gray line - August 7th

3. Estimated unit completion target for this sprint

- 65

4. Achieved unit completion target for this sprint.

- 89

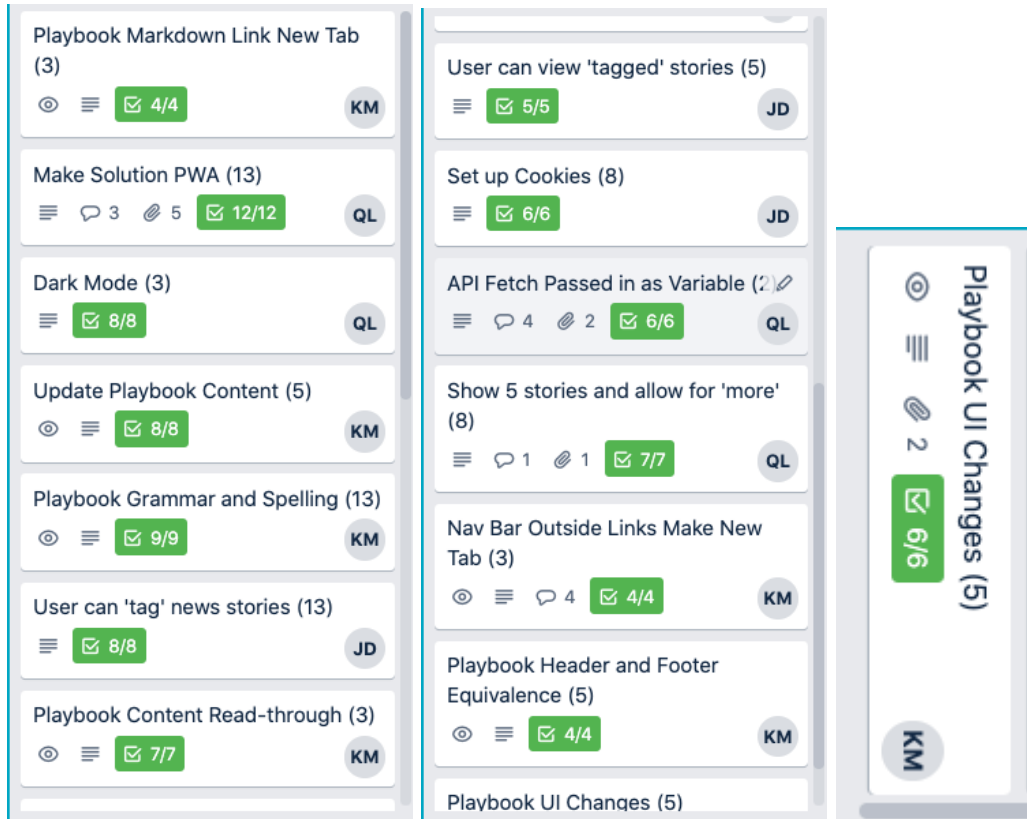
5. Provide context for any loss or gain in productivity.

- Gained productivity from everyone working their butts off!

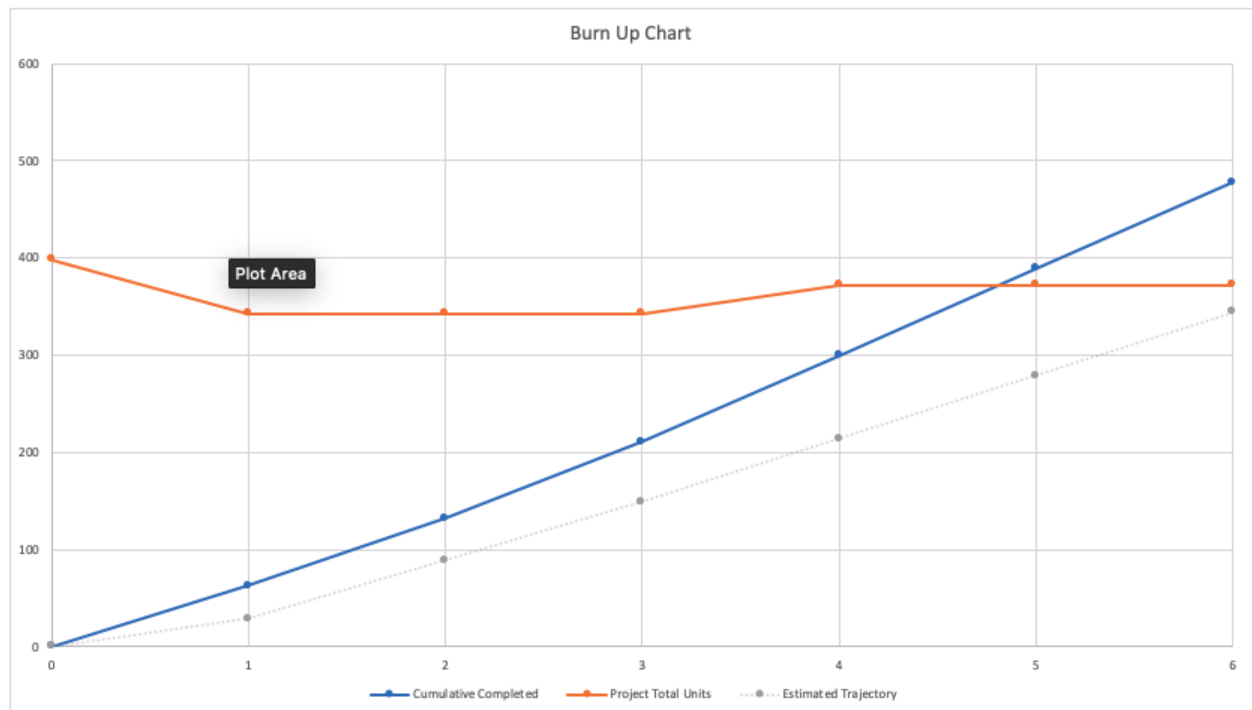
6. Estimated unit completion target for next sprint. If different, please explain the justification.

- 65

7. Attach a list of tasks addressed in the current sprint and their current state, assigned resource, and estimate. (Names in circles, estimates in brackets, all complete)



8. Attach a picture of your completed burn up chart



BC Government Playbook

Project Status Report #10 Sprint #5

Period ending:	July 16 th , 2020
----------------	------------------------------

Team Blue	Number of Units completed
Josh	18
Murphy	11
Kelly	5

Client:	Robert Kobenter / BC Government
---------	---------------------------------

At the end of this week:

Number of units remaining in backlog	48
Number of units in progress	0
Number of units in review	0
Number of units completed this week	34
Number of new units identified (additional scope)	36

Explanation of New Units:

We always knew that there would be a few extra bits to be tacked on at the end and this new number represents that. We are comfortable with this extra work and don't expect it to affect our ability to deliver the project on time.

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Sprint 5 Dailies

Week of Monday, July 13th

Monday

Pre-Planning Meeting

- eportfolio X
- planning meeting X

Post-Planning Meeting

- go through board
- eportfolio X

Tuesday

Josh

What have you done since the last daily meeting?

- Dropdown menu work

What will you do today?

- Continue working on dropdown menu

Is anything blocking you from doing your work?

- It's difficult integrating a custom dropdown into the existing code

Murphy

What have you done since the last daily meeting?

- Refine favourites news

What will you do today?

- Fixing bug

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- some playbook work
- lots of work on user manual

What will you do today?

- continue user manual work (if lucky might finish)
- robert has delayed playbook release, waiting on content from him

Is anything blocking you from doing your work?

- no

Wednesday

Josh

What have you done since the last daily meeting?

- added drop down and mad ui changes

What will you do today?

- continue work on drop down functionality

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- favourites view

What will you do today?

- cookie notification

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- finished and handed in the user manual
- some playbook work

What will you do today?

- implement playbook edits today

Is anything blocking you from doing your work?

- no

Thursday

Josh

What have you done since the last daily meeting?

- show text feature
- ui stuff

What will you do today?

- filter buttons

Is anything blocking you from doing your work?

Murphy

What have you done since the last daily meeting?

- move dark mode into settings

What will you do today?

- finish up cookie notification
- footer

Is anything blocking you from doing your work?

Kelly

What have you done since the last daily meeting?

- playbook release
- started final report

What will you do today?

- english attendance
- more final report work

Is anything blocking you from doing your work?

- no

Other Business

- robert email X
- cookie cookie X
- eport update X
- symposium time X
- go through board X
- task estimates X
- talk about updating backlog and remaining units X
- pres date proposal for robert X
- josh guesses 539 X
- murphy guesses 600 X
- email total: 582 X

Friday**Josh**

What have you done since the last daily meeting?

- filter and header

What will you do today?

- chill

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- footer

What will you do today?

- chill

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- final report work
- playbook bs

What will you do today?

- wsr

Is anything blocking you from doing your work?

- no

Sprint 5 Planning Meeting

1. Close Last Sprint

- a. Results?
- b. Unfinished Items?

2. Clarify Team Availability

- a. Any scheduling conflicts coming up?
- b. Grant out July 30th - August 13th
- c. Kelly plumber this Wednesday 11am-3pm
- d. Robert busy most of Wednesday
- e. Josh Dentist Wednesday 12pm

3. Goals for This Sprint

a. Solution

- i. Cookie Notification and Acceptance
- ii. UI refinement
 - 1. Programmatic Version Tag
- iii. *Basic logging*
- iv. *If time, implement PWA update function*

b. OpenShift

- i. Done!

c. Playbook

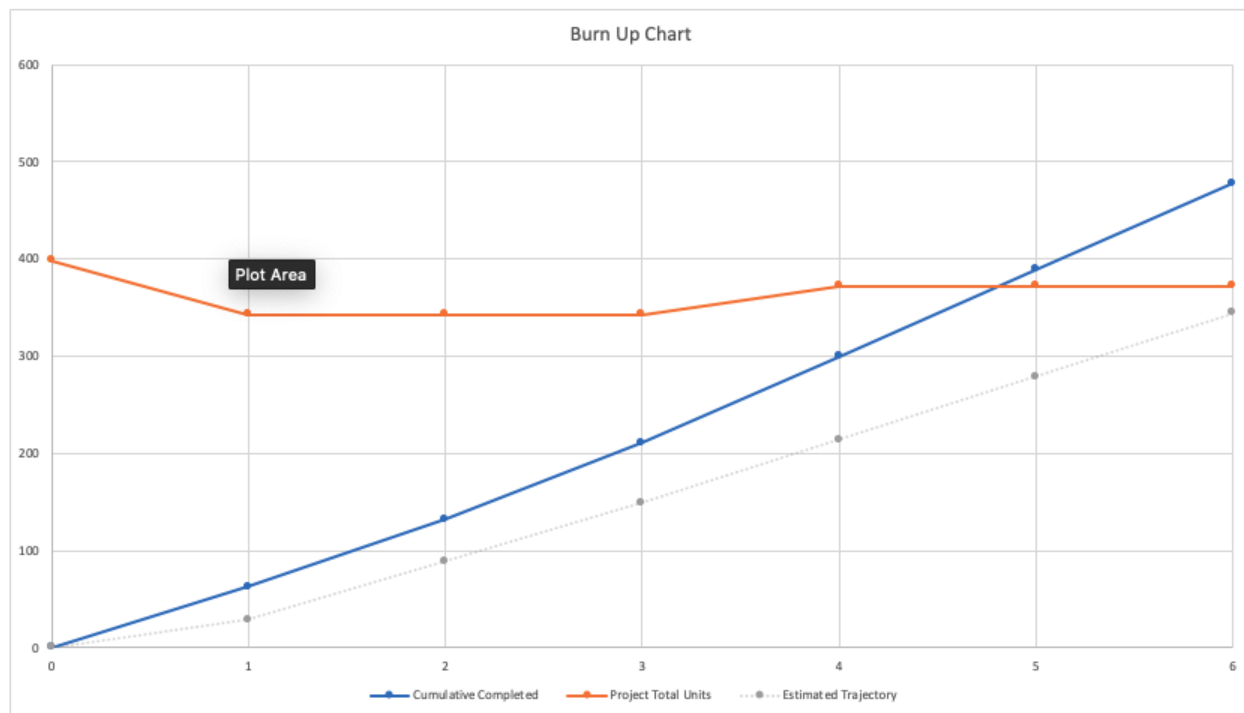
- i. Beta Release
- ii. Take Feedback
 - 1. Maybe start planning another release
- iii. Look into programmatic version tag
- iv. Start planning transition

4. Talk About Final Sprint

- a. See remaining sprints document
- b. Final sprint for documentation
- c. BC Executive presentation

5. Agree on Sprint Goal

- a. Describe overarching goal for this sprint
 - b. Where do we want to be at the end of the sprint?
 - c. Playbook Beta release, finish and refine solution development
-
-



Burn up chart is from last week because the Excel formulas are based on sprints, not weeks, so any changes made before the end of the sprint would be inaccurate and not properly represent our progress. We are still on track to be finished in early August.

BC Government Playbook

Project Status Report #11 Sprint #5

Period ending:	July 24 th , 2020
----------------	------------------------------

Team Blue	Number of Units completed
Josh	11
Murphy	11
Kelly	0

Client:	Robert Kobenter / BC Government
----------------	---------------------------------

At the end of this week:

Number of units remaining in backlog	26
Number of units in progress	0
Number of units in review	0
Number of units completed this week	22
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Sprint 5 Dailies

Week of Monday, July 20th

Monday

Josh

What have you done since the last daily meeting?

- na

What will you do today?

- finicky bits

Is anything blocking you from doing your work?

- lots of business

Murphy

What have you done since the last daily meeting?

- na

What will you do today?

- start on logging / winston

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- eport

What will you do today?

- a little more eport work

- keep working on the final report

Is anything blocking you from doing your work?

- no

Other Business

- review finicky bits X

- logging

- english attendance X

- code review X

- eport changes X

Tuesday

Josh

What have you done since the last daily meeting?

- busy bee

- all the finicky bits

What will you do today?

- lessons learned

- business stuff

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- notification almost done

- hr tag

What will you do today?

- keep working on that

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- report work

- eportfolio work

What will you do today?

- keep working on report

Is anything blocking you from doing your work?

- no

Other Business

- dev env

Wednesday

Josh

What have you done since the last daily meeting?

- workin on business

What will you do today?

- more business

- maybe small robert fix, but no big deal

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- notification update

What will you do today?

- about page and the version number

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- finished the rough draft of the final report

What will you do today?

- start editing the final version of the final report

Is anything blocking you from doing your work?

- no

Other Business

- final weeks

Thursday

Josh

What have you done since the last daily meeting?

- nada

What will you do today?

- finish up business

Is anything blocking you from doing your work?

- bus

Murphy

What have you done since the last daily meeting?

- about page and vno

What will you do today?

- work on robert issues

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- final report references

- retro prep

What will you do today?

- hopefully finish final report

Is anything blocking you from doing your work?

- no

Friday

- WSR11 X
 - Presentation X
 - 15 slides
 - 3-5 minutes per speaker
 - total pres 12-15 minutes
 - but assignment labelled at 12 minutes max
 - “Aim to have people speak for 3-5 minutes each (for a total of 12-15 minutes). The assignment says a maximum of 12 minutes, but I'm quietly allowing a little extra leeway just in case. ”
 - - Katie
 - so really for us it should just be a little over 4 minutes each
 - Division
 - Slides 1-5 intro - Josh
 - Slides 6-10 middle stuff - Murphy
 - Slides 11-15 conclusion - Kelly
 - Other teams X
 - Josh exam X
-
-

Sprint 5 Retro Meeting

1. Reflection

- a. What went well?
- b. What could have gone better?

2. Demo

- a. Solution Updated UI
- b. Solution PWA Update Notification

3. Final (Half) Sprint

- a. Solution Documentation
 - i. Fill out Robert's Template
- b. Comment and Clean Up Code
 - i. SoC and DRY

- c. 12 Factor Documentation
 - i. Workshop Meeting
- d. Playbook Dev Guide Walkthrough
- e. Solution Dev Walkthrough as well
- f. BC Exec Presentation (Tuesday, August 4th at 11:30AM)
 - i. What do we want to show here?
 - ii. “30 Minutes and 4 slides”
 - 1. What did we do
 - 2. This is what we learned
 - 3. How would we have done things differently
 - 4. Demo of both (emphasis on solution maybe)
 - a. Why is the solution relevant, frame around starter kit
 - iii. We have class! Need to reschedule...
- g. Half sprint - sprint retro on Friday, July 31st?
 - i. Let’s see how the week goes...

What Went Well?	What Could Have Gone Better?
<ul style="list-style-type: none"> Responded to ongoing feedback throughout the sprint (handling change requests in a timely manner) Commitment to solving problems We continued to learn, and apply our learning in different ways The team accepting change 	<ul style="list-style-type: none"> Could have had more structure around the tasks could have reduced the amount of time they took Still thinking about how more planning at the beginning of the project could have helped Never nailed down the “how” of what we were going to do

At the end of each sprint (even numbered weeks), include everything above and the following:

- 1. Project end date as estimated at the end of last sprint (based on burn-up chart)**
 - July 24th
- 2. Project end date as estimated at the end of this sprint (based on burn-up chart)**
 - August 7th
 - ***Should actually be done by July 31st, but the burn-up chart is based in sprints, not weeks.***
- 3. Estimated unit completion target for this sprint**

- 65

4. Achieved unit completion target for this sprint.

- 56

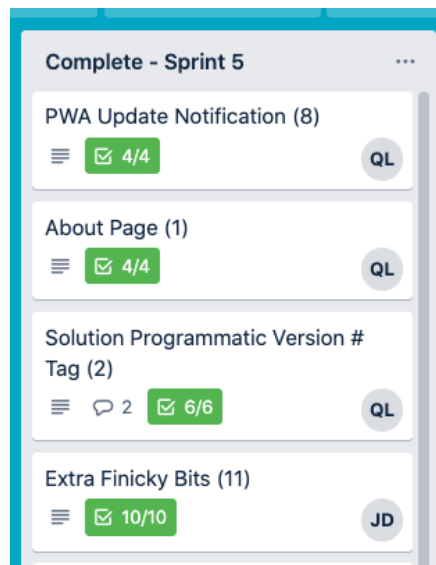
5. Provide context for any loss or gain in productivity.

- Task effort estimation could have been better and project backlog is almost totally completed so there are no issues here.

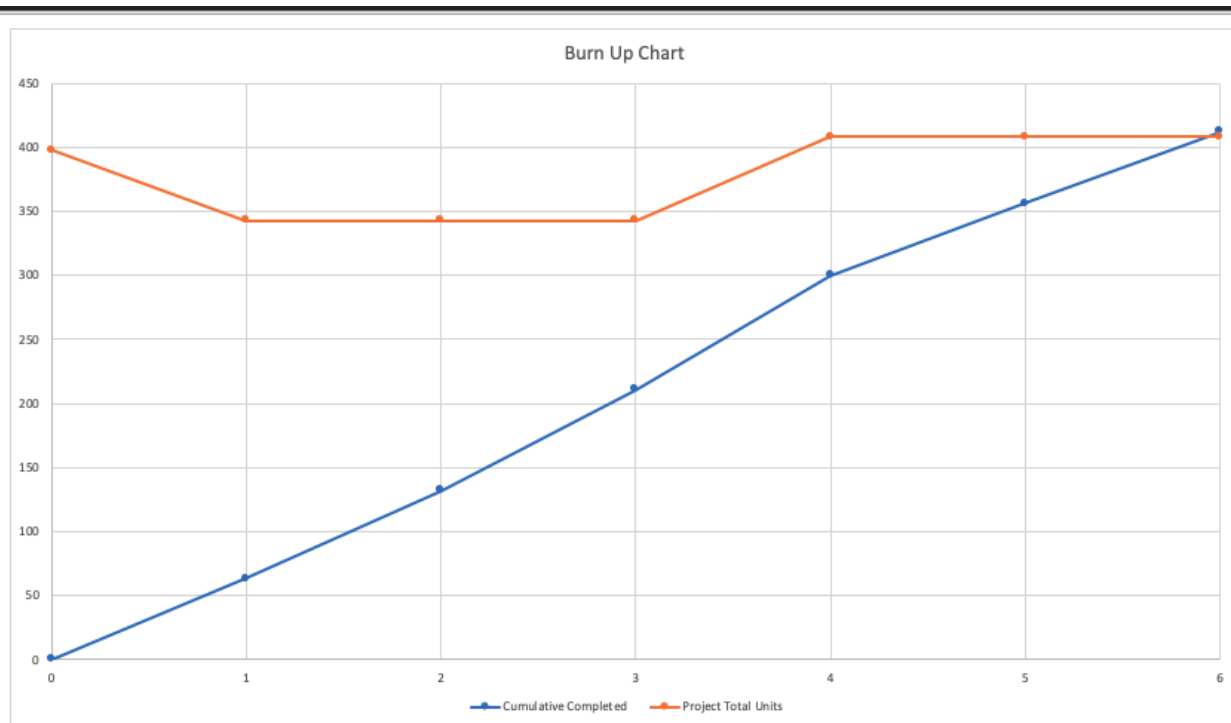
6. Estimated unit completion target for next sprint. If different, please explain the justification.

- 26
- Smaller because this is all that is left to do for the project.

7. Attach a list of tasks addressed in the current sprint and their current state, assigned resource, and estimate. (Names in circles, estimates in brackets, all complete)



8. Attach a picture of your completed burn up chart



BC Government Playbook Project Status Report #12 Sprint #6

Period ending:	July 31 st , 2020
----------------	------------------------------

Team Blue	Number of Units completed
Josh	10
Murphy	10
Kelly	5

Client:	Robert Kobenter / BC Government
----------------	---------------------------------

At the end of this week:

Number of units remaining in backlog	1
Number of units in progress	0

Number of units in review	0
Number of units completed this week	25
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how this is being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes. (For better visibility, sections of meeting notes initiated and terminated with double lines)

Sprint 6 Dailies

Week of Monday, July 27th

Monday

- pres scripts X
- the board and the sprint X
- this week X

Tuesday

Josh

What have you done since the last daily meeting?

- final ui updates

What will you do today?

- code clean and comment

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- 3 documentation md files

What will you do today?

- data model md file

- keep working on pipeline

Is anything blocking you from doing your work?

- pipeline

Kelly

What have you done since the last daily meeting?

- planning

- made the powerpoint

What will you do today?

- write up some content for the exec powerpoint

- create 12f homework document

Is anything blocking you from doing your work?

- no

Other Business

- prep for 12f

Wednesday

Josh

What have you done since the last daily meeting?

- code clean up

- moved stuff around

- documentation

What will you do today?

- bus studying

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- 12f stuff

- readmes

What will you do today?

- data model

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- finished prep for bc exec pres (slides and content)

- started symp pres script

- 12f prep

What will you do today?

- finish symp pres script

Is anything blocking you from doing your work?

- no

Other Business

- plan time to practice bc exec pres - Monday at 11

- when do symp pres videos? X

- eng who will acknowledge whom

 - josh - Murphy

 - murphy - Kelly

 - kelly - Josh

For example, Kim might say, "Alexis worked hard to ensure the front end is accessible and intuitive for users. This was a challenging endeavor because of [XYZ], and Alexis's solution has made our project better."

<https://ca.bbcollab.com/guest/c1bf72a1365b489dad2839da87dd135f>

Thursday

Josh

What have you done since the last daily meeting?

- bus exam

What will you do today?

- class

- available for murphy

- video take

Is anything blocking you from doing your work?

- no

Murphy

What have you done since the last daily meeting?

- documentation

What will you do today?

- documentation

Is anything blocking you from doing your work?

- no

Kelly

What have you done since the last daily meeting?

- finished script

- emailed saryta

- finished final report final edits

What will you do today?

- record my take

- get set up for video editing

Is anything blocking you from doing your work?

- no

Other Business

- talk about scripts X

- demo video gone X
- exec pres prep on wednesday morning X
- when do takes? X
- look at board X

Friday
NA

Sprint 6 Planning Meeting

- 1. Close Last Sprint**
 - a. Results?
 - b. Unfinished Items?
- 2. Clarify Team Availability**
 - a. Any scheduling conflicts coming up?
 - b. Grant out July 30th - August 13th
 - c. Josh Exam Thursday, July 30th
- 3. Goals for This Sprint**
 - a. Solution:
 - i. Final UX/UI changes
 - ii. 12F discussion
 1. Wednesday
 - iii. DRY/SoC codebase
 - iv. Create docs folder in GitHub repo
 1. Solution build
 2. Maintenance guide
 3. Review pipeline doc written earlier
 - b. Playbook:
 - i. Review build doc
 - ii. Validate handoff
 - c. Reschedule exec presentation (Robert to look for time in Chris' schedule)
 - i. Looks like August 5th at 11:30
- 4. Agree on Sprint Goal**
 - a. Describe overarching goal for this sprint
 - b. Where do we want to be at the end of the sprint?
 - c. Shooting for done by July 31st

Sprint 6 Retro Meeting

1. Reflection

- a. Sprint
 - i. What went well?
 - ii. What could have gone better?
- b. Project
 - i. What went well?
 - ii. What could have gone better?

2. Demo

- a. Playbook
- b. Solution

3. Conclusion

- a. Final thoughts
- b. BC Exec Presentation

Sprint

What Went Well?	What Could Have Gone Better?
<ul style="list-style-type: none">• Solid conclusion• Robert helping with documentation• Everything• Managing other commitments• Commitment from all involved	<ul style="list-style-type: none">• Managing Camosun shifting requirements• Tight one week sprint, extra pressure• Heavy load of incoming email

Project

What Went Well?	What Could Have Gone Better?
<ul style="list-style-type: none">• Team dynamic• Communication	<ul style="list-style-type: none">• Challenges with Covid• Students lacking a framework in the

<ul style="list-style-type: none">● Keeping on track● Supportive team● Autonomous and interdependent team	<ul style="list-style-type: none">beginning● More client engagement● More planning up front● More thought put into architecture
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