

# **Webonise Lab**

## Induction Program

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Agile Collaboration Tools

# Introduction

Two rules of communication:

- All team members to be on same page – with one point of reference
- If it is not documented, it doesn't exist!

# Tools of Collaboration

- Basecamp – Communication
- Skype – Internal and quick communication
- Dropbox – Sharing of files
- Management tools:
  - Gravity Dev
  - Pivotal Tracker
- Google docs 😊

# Basecamp

- As a good substitute for emails
- Email threads tend to get lost among the miscellaneous projects
- Allows to maintain separate threads for different projects and topics
- Allows to track the to-do list
- Maintains calendar for all projects separately to track the milestones and delivery dates

# Basecamp: Projects



Webonise Labs

Faaiza Saeed | [My info](#) | [Sign out](#) [HELP](#)

Dashboard

To-Dos

Calendar

Time

All People | Search | Templates | Settings

Latest activity across your projects

[Review 3 overdue milestones](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
<b>Today 11</b>	12 <input type="checkbox"/> Sprint 5 end - Faaiza S.	13	14	15 <input type="checkbox"/> Home page and New Cars page - Faaiza S.	16	17

[View the full calendar](#)

Tastykhana — Tastykhana

Comment

[Re: Feedback for site so far](#)

Posted by Sheldon D.

TODAY

Comment

[Re: Feedback for site so far](#)

Posted by Sheldon D.

Dec 7

File

[veg salad wrap 3SM.jpg](#)

Uploaded by Sheldon D.

Dec 2

File

[green chicken wrap.jpg](#)

Uploaded by Sheldon D.

Dec 2

File

[Chicken Mayo Wrap.jpg](#)

Uploaded by Sheldon D.

Dec 2

WEBONISE LAB

+ Create a new project

Your projects

Webonise Labs  
[Clear Water Habitat](#)  
[Marketing & CRM](#)  
[Mobile Projects](#)  
[Operations](#)  
[Operations and Accounting](#)

Ay Auto  
[Ay Auto](#)

Enhance Education  
[Enhance Education - My Open Campus](#)

Graftii  
[Graftii - Phase 3](#)

Heykiki  
[HeyKiki](#)

Innozon  
[HireMatch](#)  
[Locamotiv](#)

MakeMyTrip  
[MMT-Mobile 2.0](#)

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# Basecamp: Project management



Back to Dashboard | Switch to a different project

Project Settings | My info | Sign out | **HELP**

## Enhance Education - My Open Campus

Enhance Education

Overview | **Messages** | To-Dos | Calendar | Writeboards | Time | Files

People & Permissions | Search

### All Messages

[Expanded view](#) | [List view](#)

**Most active discussions**

**Design for Group page**  
 [Latest comment Thu, 8 Dec](#) by Arun Prabhudesai  
19 comments posted

**Changed designs for cleaner user interface**  
 [Latest comment Fri, 2 Dec](#) by Faaiza Saeed  
3 comments posted

**Edit profile completion**  
 [Latest comment Thu, 1 Dec](#) by Faaiza Saeed  
8 comments posted

[assessment testing](#)  
by Akshat Shrivastav on Mon, 5 Dec at 11:10pm

3 [Changed designs for cleaner user interface](#)   
by Faaiza Saeed on Thu, 1 Dec at 10:35pm  
Last comment by Faaiza Saeed 9 days ago

[Cleaning whole Database](#)  
by Nishant Shrivastava on Wed, 30 Nov at 11:51pm

**Categories** [Edit](#)

**All Messages**

[Assets](#)

[Code](#)

[Copywriting](#)

[Design](#)

[Miscellaneous](#)

[Transcripts](#)

[mockups](#)

[Post a message via email](#)

# Skype



- Allows internal communication where promptness is required
- Avoids time from formal documentation where unnecessary but making sure that documentation happens nonetheless
- Allows calls with the clients and sharing of screen where a live demo is required
- Facilitates communication when team is not co-located
- Every project has a separate group chat with relevant people added to it

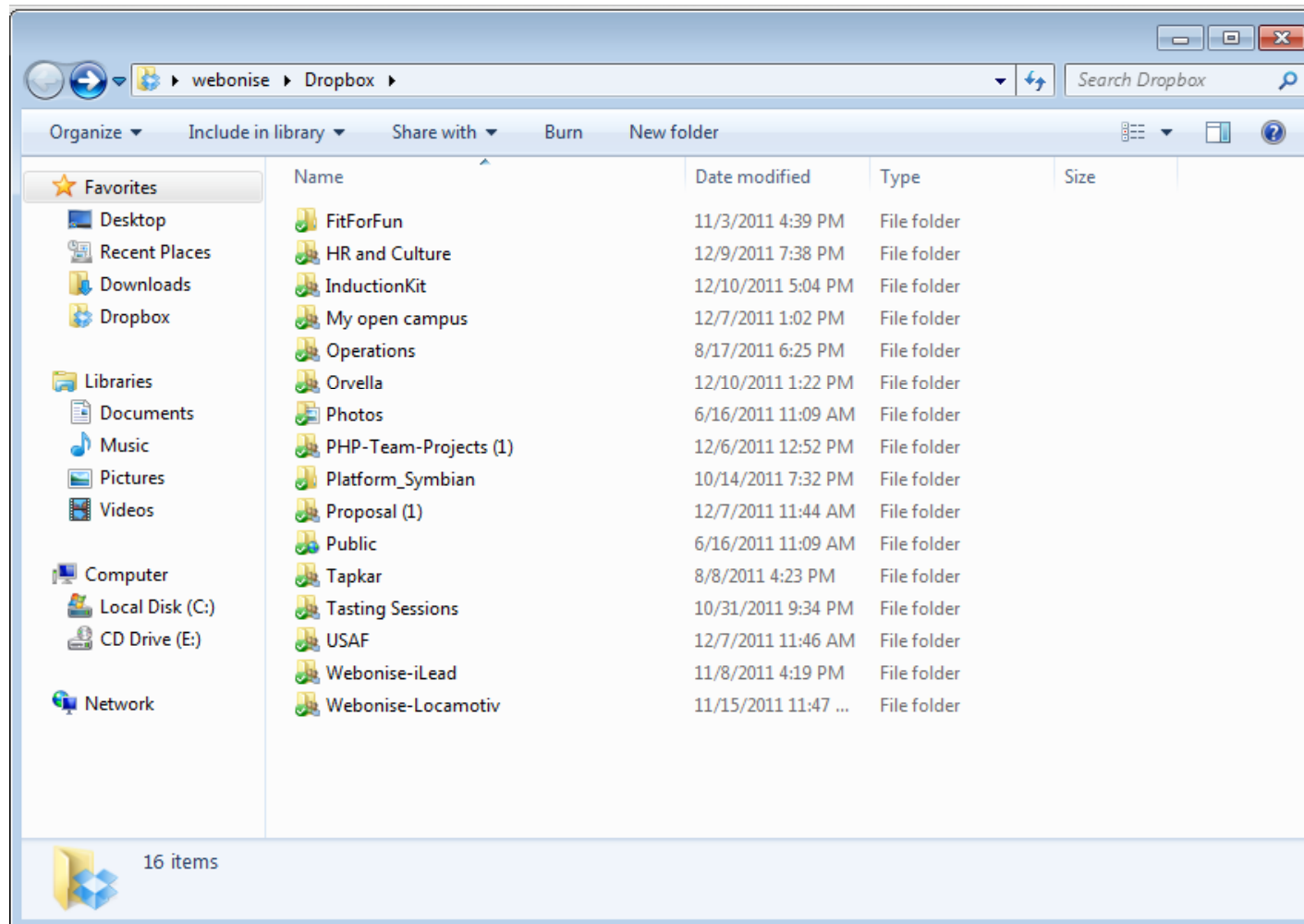
# Dropbox



- With absolutely no good substitute, it allows maintaining your files and documents online and access them on the fly wherever you are.
- Allows sharing of files with other users (internally and with clients)
- Can access files from any system where your dropbox is installed even when not connected
- Connection required only when synchronization of shared files is to be done




# Dropbox: System Folder




# Dropbox: Online folder




















faaiza@weboniselab.com [Account](#) [Upgrade](#) [Log out](#)

[Get Started](#) [Files](#) [Events](#) [Sharing](#) [Help](#)

 **Now Introducing Teams!**  
Start with 1000GB

 **Dropbox**

[Upload](#) [New folder](#) [Share a folder](#) [Show deleted files](#) [More](#)

<input type="checkbox"/>	File Name ▲	Size	Modified
<input type="checkbox"/>	 fitforfun		
<input type="checkbox"/>	 HR and Culture		
<input type="checkbox"/>	 InductionKit		
<input type="checkbox"/>	 My open campus		
<input type="checkbox"/>	 Operations		
<input type="checkbox"/>	 Orvella		
<input type="checkbox"/>	 Photos		
<input type="checkbox"/>	 PHP-Team-Projects (1)		
<input type="checkbox"/>	 Platform_Symbian		
<input type="checkbox"/>	 Proposal (1)		
<input type="checkbox"/>	 Public		
<input type="checkbox"/>	 Tapkar		
<input type="checkbox"/>	 Tasting Sessions		
<input type="checkbox"/>	 UCAS		

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# Pivotal Tracker



- Good for managing small scale projects, where acceptance criteria of a story are fewer
- Makes everyone among the team participate to make sure everyone is on the same page about the project:
  - Creating project and adding stories – BA
  - Assigning a story to the developer – Developer
  - Starting a story – Developer
  - Finishing a story – Developer
  - Delivering a story – QA
  - Accepting/Rejecting a story – Client
- Allows to define story as a feature/bug/chore
- Allows to attach estimate to a story in the form of points
- Has burn down charts to track the report of each project on a daily basis

# Pivotal Tracker: Projects

PIVOTAL TRACKER

PIVOTAL TRACKER

PROJECTS ▾ DASHBOARD REPORTS PROFILE ACCOUNTS HELP SIGN OUT


Welcome, Faiza Saeed

DASHBOARD

My Projects < > CREATE PROJECT +

PROMETHEUS WEBSITE PRO...

USA FOOTBALL - WEBONISE no velocity yet

CHECKIN FOR GOOD 

CHECKIN COCOA no velocity yet

SHOW ALL MY PROJECTS

Activity Feed

New Development Christopher Dean added this feature  
Fix home page about 14 hours ago ★

Checkin For Good Dillon Brouwer added this feature  
Alert messages for business user in dashboard 1 day ago ★

New Development Rich Davis added comment: "Can you guys veri..."  
Not able to complete player academy registration 1 day ago ★

New Development Morgan Murray accepted this feature  
League Affiliated commissioners should be able to send th... 1 day ago ★

New Development Morgan Murray accepted this feature  
update downloads on u15 page 1 day ago ★

New Development Morgan Murray added this feature  
Update when Learn from the Pros is coming 1 day ago ★

New Development Morgan Murray added this feature  
Cut "check out our low pricing for league affiliated..." 1 day ago ★

New Development Morgan Murray added this feature  
Fix Game Film button 1 day ago ★

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# Pivotal Tracker: Project management



**PIVOTAL TRACKER** Welcome, Faalza Saeed PROJECTS ▾ DASHBOARD REPORTS PROFILE ACCOUNTS HELP SIGN OUT

Checkin For Good ▼ velocity 5

CURRENT BACKLOG ICEBOX DONE MORE ▾ PROJECT ▾ STORIES ▾ ADD STORY +

**DONE** displaying last 12 iterations (show all)

- after failed checkin (CD)
- mobileapp Back button on the android phone is not properly functional. (CD)
- report A business and non profit organization can access itemized transaction history online on checkinfor good.com (CD)
- account settings, organization, signup Values entered corresponding to options "Individual" & "Corporation" should persist even after toggle (CD)
- mobileapp my causes... (CD)

**CURRENT**

- Monthly maximum donation not working. Allowed to check in more than maximum amount. (RC)
- report email issued monthly to businesses, users and causes (DB)
- Admin Module (DB) Accept Reject
- report System will provide accounting details to issue 1099 forms at years end. (DB) Accept Reject
- Wizard for Business Users (DB) Accept Reject
- Homepage messaging (DB) Finish
- Alert messages for business user in dashboard (DB) Accept Reject
- Time picker added on Business setting page not functioning (DB) Start
- Organization-->Supporters tab --> Saving the Monthly messages has problems (DB) Start

**BACKLOG** 19 11 Dec Pts: 0 %

- Need to design proper layout for "Disbursement Reports" of Organization (RC) Start


**ICEBOX** Select All

# Gravity Dev

- A more advanced version of a management tool
- Maintains the user stories, sprints, release dates
- Acts similar to PT for bringing the team on same page by making them participate
- Allows tracking of bugs and issues respective to every user story
- Serves as the ground for maintaining all documentation related with the requirement and implementation of a project
- Allows to add acceptance criteria for each user story
- Allows to add tasks for each user story
- Shows progress bar of a story as its tasks/criteria keep getting completed.

# Gravity Dev: Projects



 BETA

Home | Blog | FAQs | Manual | Contact Us

Signed in as **faaiza saeed** [Sign Out]

Dashboard


Search:



## Hi faaiza

Assigned To MeProject Updates

**Enhance Education - My Open Campus**


- Issue # 188 city errors has been assigned to you1 week ago
- Issue # 187 no back button has been assigned to you1 week ago
- Issue # 185 country field error has been assigned to you1 week ago
- Issue # 184 tab skipping gender field has been assigned to you1 week ago
- Issue # 170 gender field missing has been assigned to you2 weeks ago
- Issue # 169 extra space beneath register button has been assigned to you3 weeks ago
- Issue # 167 Check your email for set password link. has been assigned to you3 weeks ago
- Issue # 166 button not working has been assigned to you3 weeks ago
- Issue # 165 error msg should come below the tab has been assigned to you3 weeks ago
- Issue # 164 home page error msg has been assigned to you3 weeks ago

**faaiza saeed**  
faaiza@weboniselab.com

 Edit Account  
 Notifications

**Pending Invitations**

Invited To	Role	
Nokia-ScoreFC	Manager	Accept / Reject


 My Projects

New Project

B-school

Clearwater Habitat

locamotiv

 weboniselab.com

New Project

AyAuto

Enhance Education - My Open Campus

Orvella

PhotoContest

# Gravity Dev: Project management



## Project: Enhance Education - My Open Campus

Project | **Stories** | Releases | Reports | Issues/Bugs | History

Add Story Add Iteration / Sprint Task Board Show: **Current**

[↑ 3 iterations in the past](#)

**Labels** [Edit](#)

- Consumer Side (3)
- Administrative side (2)
- API (1)
- Frontend (0)
- Design (3)
- Super Admin (3)
- College admin (3)
- Sprint 1 (0)
- sprint 2 (0)
- sprint 3 (0)
- workflow (0)
- functionality (0)
- client feedback (0)
- change (0)
- UI/UX (0)
- Groups (4)

Drag labels to stories to apply.

Sprint 4		Current	Nov 28 - Dec 11 (14 days)	Cost: 28
1	8	Groups creation	Groups x	COST 5 0 h
Description: There are 3 types of groups1. Public - visible ...				
2	208	Group Edit	Groups x	COST 0
Description: CA can edit all groups in that college. Faculty...				
3	209	Group Users	Groups x	COST 0
Description: 'Users' in this story refers to all front end...				
4	211	Join Group	Groups x	COST 3
Description: Three 1. CA/Faculty/Student/Alumni should be a...				
5	13	Files		COST 8 2 h
6	10	Discussions		COST 7 0 h
7	12	User dashboard		COST 5 8 h

Sprint 5		Dec 12 - Dec 25 (14 days)	Cost: 27	
1	137	SA college search	Super Admin x	COST 1
SA should be able to search for a college by name in the Ma...				
2	14	Search module		COST 7



# Gravity Dev: User Story



Project

Stories

Releases

Reports

Issues/Bugs

History

[« Back to Iterations](#)

[Edit Story](#)[Attach File](#)[Split Story](#)[Delete Story](#)

Labels

Edit

Consumer Side (3)

Administrative side (2)

API (1)

Frontend (0)

Design (3)

Super Admin (3)

College admin (3)

Sprint 1 (0)

sprint 2 (0)

sprint 3 (0)

workflow (0)

functionality (0)

client feedback (0)

change (0)

UI/UX (0)

Groups (4)

2 User login (including forgot/reset password) Consumer Side x

Sprint 1 (Sep 29 - Oct 15)

Cost: 3 points

1. User should be able to login to his account using the correct credentials given during registration.

2. User should be able to retrieve password by providing email id (username) if he has forgotten his password.

3. User should be able to reset his password if he wants to after logging in to his account.

4. User should be able to log out of his account successfully from his account when he wants to.

5. User should be logged out of his account if the browser is closed.

6. User should be logged out of his account if there's no activity on his page for more than x min. Arun's comment - please keep the time interval at "30 mins" after which they will have to login again

7. CA should be able to login using credentials given at the time of his addition - username given by SA and password set by himself.

8. SA should be able to log in to his admin panel using prefixed credentials

9. SA should be able to log in to any institute's CA panel using same prefixed credentials.

NOTE: User may log in/log out any number of times, but his profile will remain inactive (read only to himself and invisible to other users) until approved by the CA.


NOTE: In above points, user refers to student/faculty/corporate

Arun's Note: How & who will create SA accounts ?  
According to me, there should be a Default SA account into the system, who has ability to create more SA accounts.

# Gravity Dev: QA



Faaiza - Please see my response in the comment section.

 **login form** [login.png] ×  
20K [View](#) [Download](#)


#### Issues:

- 25 Closed / Fixed 'remember me' for login
- 26 Closed / Fixed session expire in 30 min

#### Acceptance Tests / Checklist

[+ Add Test](#)

##### login form

 Passes ×

###### Given:

User has already registered and verified his email id  
User is not logged in in the same browser


###### When:

User clicks on login button

###### Then:

User should be able to view a login form with following:  
- email  
- password

##### login

 Passes ×

###### Given:

User has filled up the correct email and password

###### When:

User clicks on 'login'

###### Then:

User should be logged in and taken to his profile page

# Gravity Dev: Releases



Project

Stories

Releases

Reports

Issues/Bugs


History


+


Add Release


Release: Sprint 1 release

Friday, Oct 14th 2011 - 2:01am

 Edit Release

 Edit Story List

 Edit Bug List

 Delete Release

Target Date:

Oct 13th 2011

Actual Release Date:

Oct 14th 2011 - 2:01am

Description:

Stories Implemented

1

User Registration

2

User login (including forgot/reset password)

3

Super Admin functions

4

Email notifications

5

XLS upload for students/faculty/corporates registration

18

Design for first sprint

20

API creation

Issues/Bugs Resolved

Release: Sprint 2 release

Tuesday, Nov 8th 2011 - 9:34pm

 Edit Release

 Edit Story List

 Edit Bug List

 Delete Release

# Gravity Dev: Issue tracking



Project


Stories

Releases

Reports

Issues/Bugs

History

 Add Issue

Filter: All open issues

Show Options

Status: Open

#	Status	Reported On	Title	Labels	Release	Severity	Assigned To
266	Open / New	Dec 10th 2011	missing signout in profile page after activation missing signout in profile page after activation	functionality		Major	
265	Open / New	Dec 8th 2011	email management page design issue IE7 email management page design issue IE7	Design		Minor	
264	Open / New	Dec 8th 2011	finish assessment button not working in view as... finish assessment button not working in view as...	functionality		Minor	
263	Open / New	Dec 8th 2011	design issue in view assessment page IE7 design issue in view assessment page IE7	Design		Minor	
262	Open / New	Dec 8th 2011	more lines showing in text area while create as... more lines showing in text area while create as...	Design		Minor	
261	Open / Fixed	Dec 8th 2011	unless 75% profile filled should not admin act... unless 75% profile filled should not admin act...	functionality		Major	
260	Open / Fixed	Dec 8th 2011	real time test user should not allow to pause t... real time test user should not allow to pause t...	functionality		Major	
259	Open / Fixed	Dec 8th 2011	edit assessment not working edit assessment not working	functionality		Major	

Questions?