



Sprint 3 Materials

Team Name

[Optional Team Logo]

Malik Rawashdeh

Member 2

Member 3

Member 4

[Delete all instructions in red before submitting.]

Retrospective Summary

Summarize your retrospective meeting. Discuss what went right and wrong during the sprint, what changes (if any) need to be made regarding procedure, and what adjustments might need to be made to the product backlog. If backlog goals were not met, include an explanation of why not. The summary should be approximately 250 words.

GitHub Release Link

Create a GitHub release of a **completely working version** of the software and include a link to your release here. Note that some features may not be included if they are scheduled for later sprints, but you must have a **minimum viable product (MVP)** that a user can give feedback on.

Remember to commit to your repository each time a new feature is added/modified. Items should not be marked as “complete” on your backlog until they have been pushed to your repository.

Product Backlog

Your product backlog contains the list of tasks with their:

- priorities,
- dependencies,
- user story points (an estimate of effort involved from the unitless set {1, 2, 3, 5, 8, 13, 21}), and
- status {not started, in progress, completed}.



It should be updated continually throughout the project. Include the snapshot of the product backlog at the end of the sprint here.

Sprint Backlog

Your sprint backlog is a subset of the product backlog. It includes the list of tasks that were scheduled for the sprint. For each task, it provides:

- user story point value (from the product backlog),
- who assigned to,
- actual time spent, and
- status {not started, in progress, completed}.

It should also contain a **summary table** that shows the total number of completed user story points for each team member. The summary table should have a column for each sprint completed to date. These will be a factor in your individual contribution assessment.

Burn-down Charts

Include two burn-down charts, one for the sprint and one for the product.

- Burn-down charts should be reported in **remaining user story points** (not number of tasks) and show both the user story points remaining and actual hours spent over time. Remember that user story points measure the *relative* estimated effort. They correlate to time spent (but are not equivalent to actual hours/specific units of time.)
- The initial sprint burn-down chart is created from the sprint backlog. It should be updated after each SCRUM meeting based on team member status and feedback. Thus it should contain at least 5 data points (the start of the sprint, 3 SCRUM meetings, and the end of the sprint).
- The product burn-down chart should be updated once during the sprint and again at the end of the sprint. Thus, by the end of the project's 3 sprints, there should be at least 7 data points on the product burn-down chart (the start of each sprint, the middle of each sprint, and the end of each sprint).

Next Sprint's SCRUM Meeting Schedule

Include a list of your planned SCRUM meetings for the next sprint. You should have at least 3 SCRUM meetings in each sprint. (This section does not apply for the final sprint.)



Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Project 3 - Frontend Focus

Prepared by: John Langs

Meeting Date: 12/01/2023

Meeting Attendees

1. John Langs
2. Malik Rawashdeh
3. Farris Rizwan
4. Sahil Dhana

Meeting Agenda Items

- Task assignment and ground breaking
- Determining outlook of project final iteration

Status Update Since Last Meeting

Accomplishments:

- All task assignments since the last meeting were completed
-

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Integration of React Redux for application state	Malik	
Add a footer to the home page	Sahil	Yes
Add common employees page	Farris	Yes
Add customer and employee id association with order	John	Yes

Before The Next Meeting

Plans:

- Complete Implementation of Final
- Continue work on application accessibility



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- Ensure application compatibility with screen readers

Task Assignments:

Task Description	Assigned to
Implementation of Google Translation API	John
Refinement of Landing Page	Shail
Add unique images to application	Sahil/John
Ensure application meets accessibility standards	John/Sahil/Farris/Malik

Minutes from Previous Meeting



SCRUM Meeting 2 for Project 3 - Frontend Focus

Prepared by: John Langs

Meeting Date: 12/03/2023

Meeting Attendees

5. John Langs
6. Malik Rawashdeh
7. Sahil Dhana
8. Farris Rizwan

Meeting Agenda Items

- Ensure consistent code base/development efforts
- Discuss necessary tasks to ensure project completion by demo submission/presentation

Status Update Since Last Meeting

Accomplishments:

- Swagger UI API Documentation
-

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Implementation of Google Translation API	John	Yes
Swagger UI API Documentation	Malik	Yes

Before The Next Meeting

Plans:

- Get Swagger UI Documentation deployed and built
- Ensure application meets accessibility standards
- Refinement of Landing Page

Task Assignments:

Task Description	Assigned to
Ensure application meets accessibility standards	John/Sahil/Farris/Malik



Refinement of Landing Page	Sahil
Integrate Swagger UI	Malik

Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).



SCRUM Meeting 3 for **ProjectName**

Prepared by:

Meeting Date:

Meeting Attendees

- 9.
- 10.
- 11.
- 12.

Meeting Agenda Items

-
-

Status Update Since Last Meeting

Accomplishments:

-
-

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)

Before The Next Meeting

Plans:

-
-

Task Assignments:

Task Description	Assigned to



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Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).



Include additional SCRUM Agendas and Minutes on new pages if necessary (if you have more than 3 SCRUM meetings in a sprint).