

TopDog Consultants

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Sprint # 2

Post Reflection Report

1. Our Team met with the client once this sprint.
2. We did not meet with our CIS professor during this sprint.
3. We met together as a group 4 times during this sprint

Meeting Minutes and Notes

Client Meetings (1)

March 26, 2021 at 11:00 am

- Met with the Client to go over some basic questions our team had about the required forms. Clients gave informational answers and were very helpful. The meeting lasted about 20 minutes.

Group Meetings (4)

March 18, 2021 at 4:20 pm

- All group members were present at this meeting. The team went through our plans for sprint 2 and distributed the work between all of our members. Put our goal to have everything for sprint 2 done by March 25th. Lasted about 20 minutes.

March 23, 2021 at 4:20 pm

- All group members were present at this meeting. The team went through the progress for the distributed work everyone was given. We came to the conclusion that some forms needed to be formatted better, the dashboard needed to be finished, and the reports page needed to be finalized. We distributed this work and set the next meeting for March 25th. Lasted about 30 minutes.

March 25, 2021 at 4:20 pm

- All group members were present at this meeting. The team looked at the current system and gave feedback to the other members. It was decided that the team's main priority over the next couple of days would be to fix the dashboard and overall flow of the system. Lasted about 20 minutes.

March 29, 2021 at 4:20

- All group members were present at this meeting. We used this time to go over a trial run of our sprint 2 presentation and go over the main talking points. Lasted about 30 minutes.

Requirements Traceability Matrix

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| | Requirements Description | Business Need | Sprint Objective | Project Objective | Requested By | WBS Deliverable | Status |
|----|------------------------------|---|---|--|--------------|-----------------|-------------|
| 1 | Bootstrap Form Selection | Bootstrap the form selection page to go with the SMAD team's design | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 2 | Bootstrap Initial Contact | Bootstrap the Initial Contact form to go with the SMAD team's design | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 3 | Bootstrap Add Service | Bootstrap the add service form to go with the SMAD team's design | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 4 | Bootstrap Auction Scheduling | Bootstrap the auction scheduling form to go with the SMAD team's design | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 5 | Bootstrap Create New Ticket | Bootstrap the create new ticket form to go with the SMAD team's design | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 6 | Bootstrap Login Page | Bootstrap the login page to go with the SMAD Team's design | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 7 | Bootstrap Moving Form | Bootstrap the moving form to go with the SMAD team's design | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 8 | Update Auction Pick Up Form | Update the Auction Pick Up form to include all the correct fields | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 9 | Update Move Scheduling Form | Update Move Scheduling Form to include all the correct fields. | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 10 | Update Completion Form | Update the completion form to include all the correct fields | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 11 | Finish Dshboard Changes | Change the dashboard to include all the sections included in the SMAD team's design | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |
| 12 | Reports Form | Create Reports Form | To have Full Functionality working with no major errors | To get all forms online and integrate client information to help communication | Client | Sprint 2 | In Progress |

Ranking

We believe our team ranks within the top 4 teams because we've taken all requests the clients have made into consideration and have tried our best to cater it to what they want with a simple and easy interface design.

Lessons Learned

Our second Sprint was overall a successful one. We tried to uphold what we believed were our strengths from the previous Sprint, such as our constant communication and updates on tasks and our prompt timing for team meetings, to do well on this Sprint too. We also did a great job of helping out one another on tasks that another member wasn't able to finish because they didn't have time or because they needed help completing it. Additionally, we got great feedback on what our clients were looking for, so we were able to further cater our project to fit their needs.

Like with any project, there were a couple obstacles along the way in Sprint 2 as well. There were minor delays in some of our team members getting tasks done by a projected deadline, but this was because their work was dependent on an updated database, which was still being worked on. However, as soon as the database was updated, we were able to get back on track quickly. Another difficulty our team faced was the distribution of tasks. Since our project manager handled lots of the coding aspect of the project last sprint, it was easier for him to continue where he left off than to explain his thought process to another member. However, in terms of fairness of the workload, it was impartial on his end to do the amount he did on his own. One external problem was that our Client meeting got pushed back by the client because they weren't able to meet at their noted time. Because of this, not all team members were available to attend the postponed meeting. However, those members that did attend were able to communicate clearly how the meeting went to the rest of the team.

Moving forward to our last Sprint, we hope to continue preserving our team strengths and turn our weaknesses into strengths. From this sprint, we've learned to have every member involved in each task at some capacity (even if it's just knowing how it's done) for optimal

results and team reinforcement. We've also learned to take closer looks at our tasks to make sure it doesn't depend on another task; if it does, we will make sure it's given a due date after the dependent task.