ManageHelp

Sprint 3 Retrospective

Team 24

Tom Carsello
Matt Hiatt
Sharan Sivakumar
Jon Tokad

What went well during Sprint 3?

We did a much better job at time management and maintaining steady progress throughout the sprint than we did in either of the first 2 sprints. We were more than ⅔ done at the end of week 2 which allowed us to focus on testing and constructing a presentable testing document during week 3, as well as practicing the review presentation a little bit even though we still ran into some trouble on review day with our mailer being locked out. This made the whole sprint much more calm and quality driven as opposed to Sprint 1 and 2. We completed the central component of our project, the schedule editor, so now we have a product that makes sense and could feasibly be used by a client.

Completed

User Story (1/12): *As a manager, I would like to be able to add employee shifts to schedules.*

Task #	Description	Time	Owner
1	Create a weekly Calendar UI	8h	Jon
2	Allow shifts to be scheduled by inputting employee info and shift goals into the scheduling form	4h	Jon
3	Managers should be able to assign an employee to the shift	2h	Jon
4	Managers should be able to remove employees from a shift	1h	Jon
5	Add a publish/unpublish button.	1h	Jon
6	Write and deploy unit tests to ensure new scheduling functions for managers/admin work.	4h	Sharan

asasAcceptance Criteria

- Given that a user is on the workspace page and is an admin or manager, they should have the option to add a shift to a schedule.
- Given that a manager adds a shift to a schedule, the shift should then be visible within the schedule.
- Given the user is a manager or admin, they should be able to amend the details of existing shifts (employee, hours, job role).

Comments:

Admins and managers have a clear edit schedule button as part of their dashboard. This guides them to the scheduling page when clicks and they can add shifts to individual dates to add to the schedule. The shift is then visible to all other managers to be viewed and so other shifts can be added around it. The third acceptance criteria, individual shift editing, was not implemented since we ran out of time to completely change the display card to be editable.

User Story (2/12): *As a manager, I would like to be able to create daily schedules for any day in the future.*

#	Description	Time	Owner
1	Add right and left arrow buttons to edit screen	2h	Matt
2	Correctly display dates for where the manager has navigated to via the arrows	2h	Matt
3	Create a dictionary of dates and schedule objects in the database, and attach it to the workspace object	3h	Matt
4	Write and deploy unit tests to ensure that dates are correct and the future schedules save properly	4h	Sharan

Acceptance Criteria

- Given that a user is a manager in the edit schedule screen, they should be able to create a schedule for any day in the future by selecting the date.
- Given that a future schedule is created, it should be visible in an unpublished state to other managers/admins so they can make revisions.
- Given that a future schedule is published, it should be visible by employees

Comments:

Before a shift can be added in user story one, the actual shift for the day must be created. Managers have the option to create a schedule for a day and subsequently add shifts to it. It is visible in its unpublished state by other managers, but once the publish button is clicked employees can then view the whole schedule for that day. There is also an unpublish button for if changes must be made.

User Story (3/12) : *As an employee, I would like to be able to view schedules that have been published by the management team.*

#	Description	Time	Owner

1	Create schedule view UI	6h	Tom
2	Populate schedule view UI with published schedules in the workspace	2h	Tom
3	Add forward and back arrows to allow the user to be able to look ahead at any available schedules	2h	Tom
4	Write and deploy unit tests to ensure that schedules deploy properly and published future schedules can be viewed properly	4h	Sharan

Acceptance Criteria

- Given that a schedule is published by the admin, any employee in the workspace should be able to view the schedule.
- Given that an employee is viewing the schedule, they should be able to arrow forwards and backwards to view schedules in chronological order.
- Given that the employee views a day without a published schedule, the employee should see a message stating this schedule is not yet published.

Comments:

The employee dashboard contains a button called "view schedules" that moves them to the schedule view page. There, they can navigate between days by selecting a date in the calendar selector or moving between the next and previous days. They then see a schedule in the future or past, if it is published. If there is no published schedule for that day, the page displays a no schedule available notice.

User Story (4/12): *As a manager, I would like a way to post announcements in the workspace*

#	**Description**	**Time**	**Owner**
1	Create a 'make announcement' form in the manager component	2hr	Matt
2	When a manager submits an announcement, the database should be updated to hold it	2hr	Matt
3	Managers should be able to pin announcements to the top of the list and remove old announcements	2hr	Matt
4	When a manager posts an announcement they should have the option to email all of the	2hr	Matt

	workspace its contents		
5	Write automatic tests to check notifications and database updating	3hr	Sharan

Acceptance Criteria

- Given a user is logged in as an admin or manager, they should have a create announcement form in the manager function component
- Given that a manager submits an announcement with the notifications enabled button, the whole workspace should be notified via email of the announcement
- Given that a manager submits an announcement with the notifications disabled button, the announcement should post to the announcements page but the workspace should not be notified
- Given a manager selects to pin an announcement, it should appear at the top of the announcement list with the other pinned announcements

Comments:

Managers have a “post announcement” option in their dashboard that allows them to post text announcements to the whole workspace. They can choose to post the announcement with notifications enabled, or simply post it quietly and just send it to their employees dashboard. They can also pin messages so they will stay above other older messages if they are particularly important.

User Story (5/12): *As an employee, I would like a way to view and be notified of announcements*

#	Description	Time	Owner
1	Create a ‘view announcement’ component in the employee functions section of a workspace	2h	Matt
2	When a manager pins an announcement, it should be at the top of the employee announcement view	1h	Matt
3	When an announcement is posted (with notifications enabled) then the employees should all receive emails that show the text of the announcement	2h	Matt
4	Test view announcements page to ensure when announcements are added/removed the page updates to reflect such changes	2h	Sharan

Acceptance Criteria

- Given a user has employee privileges for a workspace, they should be able to view any announcements that have been posted to the workspace
- Given that an announcement has been pinned, it should be at the top of the priority list
- Given that a user is in a workspace and a manager posts with notifications on, they should receive an email notifying them of the text of the announcement

Comments:

The employee dashboard contains a component called "view announcements" that when clicked shows all current announcements in the workspace. The announcement card shows the text, who posted it, and when. If messages were pinned they show up at the top of the list. When a manager chooses to push an announcement with notifications on, every user receives an email of the announcement text.

User Story (6/12): *As an employee, I would like to be able to check off any tasks I've completed during a shift*

#	Description	Time	Owner
1	Create a card that contains radio buttons (checkbox) with individualized tasks	3	Jon
2	Read tasks from database to backend	3	Jon
3	Get tasks from server to display on the card	3	Jon
4	Tests to ensure checking off and assigning tasks properly updates in the database	2	Matt

Acceptance Criteria

- Given that an employee is logged in to the workspace, they should only be able to view tasks assigned to them specifically
- Given that an employee has an assigned task, they should be marked as complete when the user deems them so by clicking on the radio button
- Given that the user is the manager who assigned the task, they should receive an email notification when the employee marks a task as complete

Comments:

The employee dashboard contains a button called "View Tasks" that when selected shows all of the users tasks in the workspace. The task card shows what is to be done in text and when it was assigned. It also has a checkmark button attached to it that when checked, notifies the posting manager of its completion. Checked tasks fall to the bottom of the employee's queue.

User Story (7/12): *As a manager, I would like to be able to attach specific tasks to an employee*

#	Description	Time	Owner
1	Display the task content on a card	2	Jon
2	Employee should get an email notification when the task is marked as complete	2	Jon
3	The database should be updated when the card has changes	4	Jon

Acceptance Criteria

- Given that the user is an admin, the employees should have their own individual tasks that can not be seen by other employees
- Given that the user is an employee, the task on the card should be in an easy to read format with a clear indication of whether the task is finished or not
- Given that the user is an admin, they should receive an email when a user finishes their tasks

Comments:

The manager dashboard has a "create task" form that allows the manager to input a specific task to be done as well as the user that is to do it. All of the active tasks in the workspace are shown in the manager "view active tasks" component. When an employee checks one off, the card in the view component shows the status change from in progress to completed. If the manager assigned that specific task, they also receive an email informing them of the status change.

User Story (8/12): *As an admin, I would like to be able to remove a user by pressing a button on their view employee data card*

#	Description	Time	Owner
1	Remove and refactor delete employee by email function	1h	Matt
2	Add css elements to show a trashcan and up/down arrows on the employee info cards	2h	Matt

3	When trash button is pressed on employee they should be wiped from the workspace in the database	2h	Matt
4	Test to ensure users cannot get their way into viewing a workspace they've been deleted form	1h	Sharan

Acceptance Criteria

- Given a user is an admin, they should be able to remove an employee from the workspace by clicking a button the existing view employee card
- Given that a user is logged in, when an admin removes them from the workspace by pressing the button they should get the email notification and they should no longer be able to access the workspace
- Given that a manager presses the up/down arrow a user should be promoted/demoted and the change should be reflected in the user's menu

Comments:

This was an important UI update we made on the recommendation of our project coordinator. We changed the way employees were deleted from having its own form where their email had to be inputted to being on the employee information card. This consolidated all of the employee information and actions into a much more user friendly UI. The deleted user is notified by email of their "firing." We did not complete acceptance criteria 3 since we did not really mean to include originally and it was twice the work of the other two acceptance criteria we could not finish it in time.

User Story (9/12): *As a manager, I would like to have a points system where I can make decisions to alter an employee's point total based on their performance metrics.*

#	Description	Time	Owner
1	Add/Subtract points to a given user	1	Sharan
2	Add points as a field in the database	3	Sharan
3	Send warning emails to user after they have reached a certain amounts of points	2	Sharan

Acceptance Criteria

- Given that the user is a manager or admin they should be able to add or subtract points to a user

- Given that the user is a manager or admin they should be able to send warnings to a user when they go over a certain amount of points
- Given that the user is a manager or admin, they should be able to remove a user once they have gone over a certain amount of points.

Comments:

The employee information view card available to admins and managers now shows a demerit point tracker that can be added and subtracted from to track things like tardiness or poor performance. When the user reaches over 5, 10, … points they are sent a warning. Since the deletion was added to the employee card in user story 8 it is now very easy to remove the employee when the system prompts the manager the user has a lot of demerits.

User Story (10/12): *As an admin, I would like an option to transfer an employee to another workspace*

#	Description	Time	Owner
1	Create employee transform form in admin functions component	3	Sharan
2	Remove employee and their old day off requests/shift cover requests from old workspace in database	3	Sharan
3	Update new workspace incidentals to reflect the addition of the new employee	2	Sharan
4	Send notification email to transferred employee	1	Sharan

<u>Acceptance Criteria</u>

- Given that a user is an admin, they should have a form for transferring an employee
- Given that an employee has been transferred, their information should be included on the employee display and labor calculations in their new workspace
- Given that an employee has been transferred, they should receive an email letting them know the transfer has completed

Comments:

On the admin dashboard, there is now an option to transfer an employee to another workspace. The admin must know the join code of the employee's new home, and inputting the employee's email is required for confirmation. The admin can choose to remove the user from their current space (pure transfer) or not (more of a copy functionality.) The user is then included in all components for the new workspace and the employee is notified via email.

User Story (11/12): *As an employee, I would like to be able to go back and view previous schedules.*

#	Description	Time	Owner
1	Create a drop down menu which gives the option for old schedules for all employees	4hr	Tom
2	Create copy paste functionality for the collection of weekly schedules	5hr	Tom
3	Create the display method on the backend	4hr	Tom

Acceptance Criteria

- Given that a user is in the scheduling page, they should be able to see old schedules
- Given a user accesses an old schedule, old employees who are no longer with the company should still be visible
- Given that a user has been removed from the workspace, they should not be able to see old schedules even if they were on them

Comments:

This user story works in conjunction with user stories 1-3, on the view schedule page employees can navigate between past, present, and future schedules. The old schedules still display any removed user for records purposes and if a user has been removed from a workspace they lose access for privacy reasons.

User Story (12/12): *As a manager or admin, I would like to be able to send email messages to specific employees through the ManageHelp system to avoid sharing my personal email with employees.*

#	Description	Time	Owner
1	Create form to send direct messages	2	Tom
2	Create backend API request to send messages	2	Tom
3	Create function to format the email message body based on the sending manager's user data	2	Tom

<u>Acceptance Criteria</u>

- Given that a user is a manager, they should be able to write messages and specify specific recipients into a form.
- Given that a user receives a personal message from a manager, the email notification should not show the manager's personal email address.
- Given that a user is a manager or admin, they should receive a copy of the message sent to the employee.

Comments:

Managers have gained the ability to send emails to specific employees. The purpose of this user story was to prevent managers from having to disclose private email addresses to employees and instead give them the ability to send through the ManageHelp email address. It also copies the manager's email on the sent mail so they can see it on their personal email.

Not Completed

Only AC3 from US1 and AC3 from US8 were not completed, discussion of those failures is included with the discussion of their respective user stories above for completeness. They were infeasible for the timeframe/our ability.

What did not go well in Sprint 3?

In sprint 3 we did much better so this section will not be nearly as long as in sprint 2. Specific failures are mentioned in the user story discussion above. In general, mistakes from earlier sprints did haunt us throughout sprint 3. We lost points for lack of testing in sprint 2 which meant we never learned the proper knowledge and had to waste time doing that while working on difficult user stories. Our UI was also not designed to support all the functionality we included at the very start of the project which left our final project clunky and amateurish even though it is very practical. We did not have time to overhaul the UI as much as we would have wanted to in this sprint as we had to focus on more concrete user stories.

How should we improve?

Given that the project is over, we have nothing specifically to implement for sprint 4. But we can instead learn from our experience for the future. Given that sprint 3 went much better than sprints 1 and 2 we again learned the importance of getting ahead as there will always be unexpected technical difficulties, especially when learning a new tech stack. We also learned the importance of adhering to a development method like scrum to clearly define each developer's work and timetable. We can also all take with us knowledge of the MERN stack and javascript in general that we all had almost no experience with before the project began.