Master of Applied Computing

COMP 8967

Internship Project I

Group – 24

GreenThumb

Summary Report

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1. Sprint Goals & Objectives

1. To conduct a kickoff meeting to align team members on project objectives and tasks.
2. To decide and set up the essential tools and infrastructure required for the project.
3. To install and configure version control and communication tools for effective collaboration.
4. To establish a database and populate it with initial data.
5. To create the project's homepage for the website.
6. To begin the data entry process.

2. Sprint Scope

1. The first Kickoff Meeting was to bring all the stakeholders to align on requirements. The team sat with a representative for a Q/A session which assisted the team on setting project goals, expectations, and tasks, ensuring everyone had a clear understanding of their roles and responsibilities.
2. The team decided on the following tools and technologies that has been setup on their devices along with setting up version control and communication tools to establish an efficient workflow for collaboration and code management within the team:
    - Django
    - XAMPP
    - MySQL
    - Pycharm
    - Github
    - Trello
    - HTML/ CSS/Bootstrap
3. The objective of adding and transforming data into the database is to create a foundational dataset that the project will rely on for further development and analysis.
4. An initial web presence for the project will be created, specifically the homepage, which will serve the team as a starting point for stakeholders to access information about the project.
5. The process of verifying and validating the initial data is also incorporated in the first sprint to ensure accuracy and reliability.
6. Project planning is crucial in the first sprint for defining the project's roadmap, timelines, and deliverables which will serve to jot down the documentations required to maintain records of the setup process and configurations.
7. Lastly, a sprint review will be involved assessing the progress made during the sprint and ensuring that it aligns with the project's overall goals.

3. Sprint Progress

Here is the list of tasks the team has completed in the first two weeks:

a) Two kickoff meetings
b) Setup and configuration
c) Setup version control & communication tools
d) Research
e) Project Planning

Here is the list of tasks ongoing in the first two weeks:

a) Information Verification
b) Documentation
c) Website Homepage
d) Feeding Data

Here is the list of tasks ongoing in the first two weeks:

a) Database Setup & Initial Data Entry
b) Data collection and verification is in progress and the team is waiting for the stakeholders to feed more data.

3.1 Mitigation Strategy for Delayed Data Collection:

1. Regular Communication with Stakeholders
2. Set Clear Expectations
3. Document Delays
4. Stakeholder Engagement

3.2 Contribution:

Name	***Tasks***
Param Ramanbhai Patel	Research, Kickoff Meeting, Feeding Data, Website Homepage, Configuration, Setup, Project planning, Sprint Review
Neelkumar DeepakBhai Patel	Research, Kickoff Meeting, Database Setup, Initial Data Entry, Feeding Data, Setup, Project planning, Sprint Review
Gunjan Kumar Kalathia	Research, Kickoff Meeting, Setup, Setup Version Control & Communication Tool, Project planning, Sprint Review
Boond Marwaha	Research, Kickoff Meeting, Information Verification, Documentation, Project planning, Sprint Review
Anika Anjum Una	Research, Kickoff Meeting, Information Verification, Documentation, Project planning, Sprint Review

4. Challenges and Issues

The allotted time for the kickoff meeting could have been longer along with difficulty in maintaining clear communication with the stakeholder which resulted in not getting adequate information. We believe it's crucial to have more meetings with stakeholders to address all relevant aspects of the project effectively. There was difficulty in finding relevant information. This can be mitigated through expanded search strategies, exploring multiple sources, and reaching out to domain experts for guidance. We still have incomplete data to feed into the database so the team will have to decide on how to develop data cleaning procedures with documentation of data for stakeholders. The team has varying levels of experience with version control and communication tools thus more research on familiarizing with the tools will be necessary. Balancing of project objectives and timelines while considering the unexpected challenges will arise. The team also overestimated the velocity of the project progress. Lastly, a Sprint review meeting may uncover issues or gaps in the project's progress.

Basing on the challenges faced by the team on the first sprint, there are few critical aspects of effective project management and research activities to mitigate the challenges. Firstly, we need to stress the significance of establishing a robust communication platform to foster transparent and efficient interactions with business stakeholders. Effective communication ensures that everyone involved in the project is well-informed about its objectives and progress, promoting alignment and collaboration. Secondly, we need to follow the iterative nature of agile project management, where regular sprint reviews allow the team to assess progress, identify areas for improvement, and prioritize backlog tasks for the next sprint. Lastly, we need to understand the importance of comprehensive research by encouraging diverse search strategies, exploration of multiple sources, and active engagement with business stakeholders. This thorough approach to data gathering enhances the quality of information available for decision-making and project planning, ultimately contributing to the project's success.

5. Lessons Learned

5.1 Best Practices

Break Work into Small Chunks: The idea aligns with the agile methodology's concept of breaking work into small, manageable tasks. Smaller tasks are easier to plan, track, and complete. It will benefit us with better estimation accuracy, improved focus, and a sense of accomplishment as team members complete tasks.

Work Top-Down on the Sprint Board: The team must start with the highest-priority items at the top of the sprint board and work down. This will help promote focus on delivering the most critical work first.

Maintain Active Communication with Stakeholders: The team should maintain effective communication with stakeholders for project success. Regular updates and engagement help stakeholders stay informed and provide valuable feedback.

5.2 Improvement Areas

Remove Blockers to Maintain Velocity in the Long Term: It is important to identify and address blockers or obstacles that hinder the team's progress. By proactively removing blockers, team can maintain a steady and sustainable pace of work, ensuring that they don't accumulate issues that could affect long-term productivity.

Conduct Sprint Retrospective Meetings After Each Project Milestone: Retrospective meetings are essential for continuous improvement. By holding these meetings after each milestone or sprint, teams can reflect on what went well and what could be improved.

Avoid Overcommitment and Overestimation: Overcommitting to too many tasks or overestimating the team's velocity can lead to unrealistic expectations and increased stress.

6. Next Steps

6.1 Objectives for the next sprint:

i. Create application front end mockup to present business.
ii. Create and setup database architecture.
iii. Documentation of progress made.
iv. Get feedback from business on mock-up.
v. Start Integration of Database and Application.

6.2 Task for next sprint:

i. Meeting with business representative.
ii. Gather Enbridge programs data to add into database.
iii. MySQL Database setup.
iv. Feeding data into Database
v. Integration of database and web application.
vi. Documentation of progress made.
vii. Create Front End Mockup.
viii. Present mockup and take feedback from business.
ix. Work on web application.

7. Q/A sessions

1. How are we going to get the information regarding Funding streams?

Ans: Information on Funding streams are available on an excel spreadsheet. We are approved to search for more funding programs which match eligibility by the business.

2. Is there any calculation to provide funding streams based on Elec Budget and Natural Gas budget OR it is just showing the result based on data available?

Ans: Show result based on data available.

3. Is there any constraint (security) to store the information?

Ans: Storing information will require security constraints which will be gathered in upcoming meetings.

4. Could you please explain the sentence 'the platform will generate traffic to its website as well as build a sales funnel for companies who are interested in pursuing energy projects'?

Ans: The platform is looking forward to attracting more traffic to the website. This can be done through strategies like SEO, etc. Also, the platform will be intending to assist companies interested in energy projects by creating structured processes (sales funnels) that guide potential customers from initial interest to becoming paying clients.

5. For eligibility matching do we have to match the user entered ‘Postal code’ with the location provided (if any) in the funding stream’s eligibility and show only those programs.

Ans: Funding stream’s eligibility can be focused on the province of Ontario. However, more information on matching user’s input through Postal code with funding streams can be gathered in upcoming meetings.

6. how can we get the data for Enbridge and Other funding streams?

Ans: Any data/information regarding Enbridge and Other funding streams are available on their website and on an excel spreadsheet.

7. Is there any authentication system or not?

Ans: There is no requirement for authentication system.

8. For eligibility matching do we have to match the user entered 'Postal code' with the location provided (if any) in the funding stream's eligibility and show only those programs.

Ans: No Postal Code related information needed.

9. Do we have to give NA values for user input?

Ans: Yes

10. How to match with eligibility when user only provides one criterion (employee count) then do we have to give result as per the constraint or the other fields are required?

Ans: Default for another criteria (Default value: NA)

11. Could you give us the contact information of the person/group to be used by companies if they want to contact us for any help/service?

Ans: info@e2fsystems.com

12. As a business wants to store the information of your client preferences, is it something that should be stored on only on-premises database or cloud database will work as well?

Ans: Anything that is simple and cheap to maintain would work.

13. Are there any admin user requirements of business from the application?

Ans: how to update or expire program and get new programs and download of information from admin end