UNIVERSITY OF ALBERTA
DEPARTMENT OF COMPUTING SCIENCE

REVIEWS AND METRICS FOR SOFTWARE IMPROVEMENTS

GLOSSARY

Glossary

Word	Definition
10-to-3-to-1 Prototype	A prototype used by Apple in which the designers work, without restriction, to come up with 10 different prototypes. They will then choose the top three designs and further explore those options. Finally, they will choose the top contender and design that prototype to the pixel perfect level.
Actual Velocity	The velocity that the team actually achieved in a sprint.
Adjustable Floor Burndown Chart	A version of a burndown chart that shows the change in the total effort.
Burning Across	When the direction of a burndown chart remains horizontal instead of decreasing. This indicates that the same amount of work is being added as being completed.
Burning Up	When the direction of a burndown chart starts increasing instead of decreasing. This indicates that more work is being added then is being completed.
Chicken	A term used to describe those at a Daily Scrum that are just involved but not committed to a project. Based on a classic joke.
Clear User Story	The requirement is free of ambiguities.
Complete User Story	There are no requirements missing from the backlog.
Consistent User Story	There are no requirements that contradict.
Correct User Story	A requirement that accurately represents what the product is intended to do.
Daily Huddle	A meeting that occurs daily with the development team. This is a short meeting that is intended to synchronize the development team. Also known as a Daily Stand-up, Daily Scrum, or Morning Roll-Call.
Daily Scrum	A meeting that occurs daily with the development team. This is a short meeting that is intended to synchronize the development team. Also known as a Daily Stand-up, Daily Huddle, or Morning Roll-Call.

Daily Stand-up	A meeting that occurs daily with the development team. This is a short meeting that is intended to synchronize the development team. Also known as a Daily Scrum, Daily Huddle, or Morning Roll-Call.
Decide Stage	A stage of the Google Design Sprint in which participants vote and discuss which idea or ideas to pursue in more detail.
Definition of Done	A strict set of completion criteria that a development team agrees to, in which all user stories must have in order to be considered done.
Design Sprint, Google	A method of prototyping designed by Google that uses rapid iterations that condenses what used to take weeks or months into one week, sometimes even shorter.
Discussion Meeting	A step of a Requirements Technical Review and Repair in which the reviewer discusses suggested changes with a member of members of the development team.
Diverge Stage	A stage of the Google Design Sprint in which participants are encouraged to come with as many solutions as possible for the problem, regardless of how unrealistic or far-fetched they may be.
Effectiveness	The degree to which something is successful in producing a desired result.
Efficiency	The ability to avoid wasting materials, energy, efforts, money, and time in doing something or in producing a desired result.
Estimated Velocity	A guess as to the team's velocity for a sprint, ideally based on some sort of data.
Feasible User Story	The requirement can realistically be made with the available resources.
Feedback	Information or criticism that is provided to suggest improvements.
Flex Hours	When employees can choose the hours that they will be at work.
Follow-Me-Home	An approach of user studies in which the study takes place in the place where the user uses the product. The team conducting the study watches the user use the product as normal.
Glossary	A list of terms with definitions that relate to a specific software product.

Hard-Coded	The software development practice of embedding what may be considered an input or configuration data directly into the source code of a program, instead of obtaining that data from external sources or generating data or formatting in the program itself with the given input.
Hill Statement	The problem or challenge identified in Design Thinking.
Impediment	Something that would prevent or inhibit you from doing your work.
Iteration	An iterative increment of a release.
Iteration Burndown Chart	A visual monitoring technique that can demonstrate the work remaining in an iteration or sprint.
Kanban	A scheduling system developed at Toyota that organizes production in a logical chain.
Last Arrival, Speak First	A method for organizing who speaks when in a Daily Scrum. In this method, the last person to arrive to the meeting must start the meeting.
Level of Severity	A classification used in the Requirements Technical Review and Repair to classify suggestions based on the impact to the project.
Major (Level of Severity)	Indicates that the repair for the problem is not obvious, and a very careful, further review is required.
Manageable User Story	The requirement is expressed in such a way that it can be changed without excessive impact on other items.
Metric	A way to measure and monitor the progress of development.
Minor (Level of Severity)	Indicates that the repair for the problem is straightforward but needs to be further reviewed.
Moderate (Level of Severity)	Indicates that the repair for the problem is straightforward but needs to be further reviewed.
Moderator	A role that is responsible for making sure the Discussion Meeting stays on topic and that criticism is presented in a constructive way and that it is not felt like an attack on the development team.
Monitoring	The tracking of a project's progress and development.

Morning Roll-Call	A meeting that occurs daily with the development team. This is a short meeting that is intended to synchronize the development team. Also known as a Daily Stand-up, Daily Huddle, or Daily Scrum.
Offline	A list of conversation topics that arise from a Daily Scrum that are not relevant to the meeting and will be discussed later. Also known as a sidebar or parking lot.
Parking Lot	A list of conversation topics that arise from a Daily Scrum that are not relevant to the meeting and will be discussed later. Also known as a sidebar or offline.
Pass the Token	A method for organizing who speaks when in a Daily Scrum. In this method, there is a token that gets passed around a circle. Whoever is holding the token gets to speak.
Pig	A term used to describe those at a Daily Scrum that are committed to the project, which is based on a classic joke.
Pixel-Perfect Prototype	A prototype used by Apple that is designed to be the point of each individual pixel.
Playbacks	In Design Thinking, the iterations to determine the best idea to pursue.
Prediction Line	Used to predict how many sprints this product will take to complete at a sustainable rate on a burndown chart.
Product Owner	The role in Scrum that is responsible for providing the backlog of features for the product.
Prototype Stage	A stage of the Google Design Sprint in which participants rapidly sketch and build out prototypes. These prototypes are focused on the user interface and the user experience.
Recorder	A role that is responsible for recording notes from the Discussion Meeting. This person could be someone unrelated to the project or a member of the development team.
Release	Delivering your product to the client.
Release Burndown Chart	A visual monitoring technique that can very clearly show you how much work the development team has completed, how much is left to complete, the team's velocity each sprint, and when you should expect to finish creating the product.

Repair Stage	A step of a Requirements Technical Review and Repair in which the development team makes changes to their requirements document as per the suggestions made by the reviewer.
Requirements Document	A document that outlines the requirements for a product.
Requirements Technical Review and Repair	An exercise where others, preferably outsiders to the project, review the requirements for all of the criteria for user stories.
Review Stage	A step of a Requirements Technical Review and Repair in which the reviewer examines the requirements document to ensure that the requirements meet the specified criteria for requirements.
Round Robin	A method for organizing who speaks when in a Daily Scrum. In this method, you go around the circle and each person speaks, either in a clockwise or counterclockwise direction.
Satisfaction	The fulfillment of one's wishes, expectations, or needs, or the pleasure derived from such fulfillment.
Scrum	An iterative and incremental Agile software development methodology for managing product development.
Scrum Events	Events that the Scrum Master is responsible for facilitating. They include sprints, sprint planning, daily scrums, the sprint review, and sprint retrospective.
Scrum Master	The role in Scrum who is responsible for organizing and facilitating the development team and Product owner.
Scrum Task Board	A visual task-tracking tool in which you have all user stories that you intend to complete that sprint in the first column. You then break down each user story into developer tasks and create estimates for those tasks. Also known as a Task Board or Whiteboard Task Board.
Scrum Team	Consists of the Product owner, the Scrum Master, and the development team. Responsible for developing a product in Scrum.
Shipped, Ready to be	A state of a product in which the product is ready for the market.
Sidebar	A list of conversation topics that arise form a Daily Scrum that are not relevant to the meeting and will be discussed later. Also known as a parking lot or offline.

Simple, User Story	The requirement is free of unnecessary design details and not obscured by proposed solutions to the problem.
Sponsored User	In Design Thinking, a candidate that possesses many of the characteristics and faces many of the same problems as the typical users that is used to gain information for the product.
Sprint	A short, iterative, and incremental time period in Scrum in which a working prototype is delivered to the Product owner at the end.
Sprint Retrospective Meeting	A meeting where the team's process is re-evaluated and discussed at the end of a sprint.
Sprint Review Meeting	A meeting that is held at the end of a sprint. Usually on the last day of a sprint. It is an opportunity for the development team to demonstrate their product.
Stakeholder	A person who is affected by or has an effect on the success of a product.
Status Meeting	A meeting intended to determine the status or progress of a project.
Story Points	An arbitrary measure used by Scrum teams. This is used to measure the effort required to implement a user story.
Task	A small, manageable step of a project to be completed.
Task Board, Whiteboard	A visual task-tracking tool in which you have all user stories that you intend to complete that sprint in the first column. You then break down each user story into developer tasks and create estimates for those tasks. Also known as a Scrum Task Board.
Test-Driven Development	A style of development that starts with developers writing automated tests for features before any source code is written.
Time Box	A strict time limit that the event must remain in.
Total Effort	The sum of the total work for creating a product, which is normally measured in story points.
Total Work Done Burndown Chart	A version of a burndown chart that also shows the Total Work Done and not just Total Work Remaining.
Traceable User Story	The requirement is connected to associated design and implementation artifacts.

Understand Stage	A state of the Google Design Sprint in which participants evaluate the problem at hand and identify who they are designing for.
Usability	The measure of effectiveness, efficiency, and satisfaction with which specified users can achieve goals in particular environments.
User Study	A study that measures the usability of a product.
Validate Stage	A stage of the Google Design Sprint in which the products are given to users and the designers and engineers are encouraged to demonstrate. They then receive feedback from the users.
Validated	The released software product satisfies the client and/or the users.
Velocity	An estimate of the number of features that you can reasonably expect to build into a project over a given period of time.
Verified	The specified requirements work as they intended in the product.
Verifiable User Story	The stated user story can be acceptance tested.
Work Breakdown Structure	A representation that takes one large work product or task and breaks it down into smaller, manageable work products or tasks in a hierarchical fashion.