

New Customer Data Importer 2.0
Team Checkfront
Project Status Report 7
Sprint 3

Period ending:	June 24, 2021
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Team Members	Number of Units completed this week
Selina Hashemi	15
Seiji Sagawa	22
Dylan Spence	28

Client:	Checkfront
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At the end of this week:

Number of units remaining in the project backlog	74
Number of units remaining in the sprint backlog	8
Number of units currently in progress	3
Number of units currently in review	0
Number of units completed this week	64
Number of new units identified (additional scope) this week	+21 1 - Refactor Guest Information Header Mapping Page 1 - Rewrite function comments and clean up files' spaces and indents 3 - Prevent blank selections on item mapping page

	8 - Website Assignment Content 5 - Rework objects returned from server 3 - Prevent hard crashes
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Describe any tasks that could not be completed this week and how are these being addressed:

Task	How is this being addressed?
N/A	N/A

Describe any long term (more than 1 sprint) tasks that cannot be completed and their impact:

Task	Impact
N/A	N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

Day	Time	Action Item
Monday	9:30 AM	- Meet with Manjot
Tuesday	12:00 PM or after ICS 290	-
Wednesday	9:30 AM	-
Thursday	11:30 AM or after ICS 290	-
Friday	9:30 AM	- Recap the meeting with sponsors

Meeting Summary with Manjot (1st meeting of the week)

Date: June 21, 2021

Time: 10:00am

Team members present: Dylan, Seiji, Selina

Sponsors present: Manjot

Manjot set up a meeting time with the team to answer general questions about flow control and the structure of the project.

Sponsor Meeting Notes (2nd meeting of the week)

Date: Friday, June 18, 2021

Time: 10:00 AM

Team members present: Dylan, Seiji, Selina

Sponsors present: Rob, Manjot

Sponsor absent: Julianne

- V4 cannot post (create a form field)
 - A question was asked relating to the Importing/Exporting requirement. Rob and Manjot have not discussed this requirement in-depth yet. Manjot did not answer the question and he and Rob will meet to discuss this
 - Keep time-related fields (start_time, end_time) separate to add flexibility
 - Manjot will find time to meet with the team for us to ask him source control collaboration questions
 - Hosting-related
 - The team would have minimum access to Google Cloud for security purposes, Manjot will need to contact the DevOps team
 - Manjot is interested in providing us experience to Google Cloud
 - QA team was working on an endpoint issue. Manjot will provide the fix to us today
 - Rob is wanting for duplicate bookings to be eliminated at the ETL layer
 - Possibly provide an option for user to tick a checkbox to remove duplicates
 - Manjot said that multiple people committing to one branch is not ideal
 - Manjot suggested to make new pull requests for every change, doesn't matter if there's many
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At the end of each sprint (even numbered weeks), include everything above and the following:

- 1. Project end date as estimated at the end of last sprint (based on burn-up chart)**

July 22, 2021

- 2. Project end date as estimated at the end of this sprint (based on burn-up chart)**

July 22, 2021

- 3. Estimated unit completion target for this sprint**

55 units

- 4. Achieved unit completion target for this sprint.**

93 units (28 units last week + 65 units this week)

- 5. Provide context for any loss or gain in productivity.**

N/A

- 6. Estimated unit completion target for next sprint. If different, please explain justification.**

60 units

7. Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.

Current state	Issue name	Units	Assignee
To Do	Website Assignment - Content - ENGL273	8	Selina
In Progress	Handle hard crashes	3	Selina
Review			
Done	WSR 6	1	Seiji, Selina
	Rewrite function comments and clean up files' spaces and indents	1	Seiji
	Prevent blank selections on item mapping page	3	Seiji
	Import - Guest Information	10	Dylan
	Validation - Guest Information	10	Dylan
	Change how data is returned from server and how it's received on client	5	Dylan
	Website Assignment - Layout - ENGL 273	5	Selina
	Summary Statement - ENGL 273 Written Progress Report	2	Selina
	Discussion - ENGL 273 Written Progress Report	5	Selina
	Concluding Sequence - ENGL 273 Written Progress Report	2	Selina
	Intro/Background - ENGL 273 Written Progress Report -	5	Selina
	Presentation Video Submission - ENGL 273 Presentation Progress Report	5	Selina
	Presentation Slideshow - ENGL 273 Presentation Progress Report-	1	Selina
	Refactor and rewrite mapping pages and validation pages	13	Dylan
	WSR 7	2	Seiji, Selina
	Step Tracker Updates for Gift Certificate	5	Seiji

	Refactor Guest Information Header Mapping Page	1	Seiji
	Guest Information Header Mapping Page	5	Seiji
	Display error message and duplicates on Gift Certificate Header Mapping Page	3	Seiji
	Presentation Recording - ENGL 273 Presentation Progress Report	9	Dylan, Seiji, Selina

8. Attach a picture of your completed burn up chart.

