

New Customer Data Importer 2.0
Team Checkfront
Project Status Report 5
Sprint 2

Period ending:	June 10, 2021
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Team Members	Number of Units completed this week
Selina Hashemi	2
Seiji Sagawa	12
Dylan Spence	21

Client:	Checkfront
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At the end of this week:

Number of units remaining in the project backlog	121
Number of units remaining in the sprint backlog	0
Number of units currently in progress	0
Number of units currently in review	24
Number of units completed this week	34
Number of new units identified (additional scope) this week	11 3 - grouping imports into manageable chunks and displaying progress in UI 5 - setting up interceptors to manage api calls based on returned headers 3 - re-calculated units of Data Recognition -Guest Information- task

Describe any tasks that could not be completed this week and how are these being addressed:

Task	How is this being addressed?

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

Task	Impact

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

Day	Time	Action Item
Monday	9:30 AM	<ul style="list-style-type: none"> - Contact Checkfront - Work on ENGL-273 check-in questions - Additional requirements task added: <ul style="list-style-type: none"> - Guest information header mapping page - Guest information item mapping page
Tuesday	12:00 PM or after ICS 290	<ul style="list-style-type: none"> - Clean up branches: <ul style="list-style-type: none"> - Merge gift-cert-import to own branch - Clean conflicting code - Merge own branch to gift-cert-import - Additional nice-to-have tasks added: <ul style="list-style-type: none"> - Import gift certificates into groups of 100 - Axios interceptor for rate limit
Wednesday	9:30 AM	
Thursday	11:30 AM or after ICS 290	<ul style="list-style-type: none"> - Line 285 in GiftCertificatHeaderMapping.js needs to be the same as line 269 in HeaderMapping.js - Create a one-liner Team Bio for Promotions Committee - Additional nice-to-have tasks added: <ul style="list-style-type: none"> - have 1 Header Mapping page and 1 Item Mapping page for both import methods - prevent error status 400 from crashing the app - Create separate CSV files for duplicate rows and error status (will only work on gift cert and maybe guest info) - Have one import page and separate components for each import method
Friday	9:30 AM	<ul style="list-style-type: none"> - Discussed aspects that could be improved within the team

Sponsor Meeting Summary:

During the sponsor meeting, the internal team members asked the sponsor to clarify some questions related to the gift certificate import functionality.

Sponsor Meeting Notes

Date: Friday, June 04, 2021

Time: 10:00 AM

Team members present: Dylan, Seiji, Selina

Sponsors present: Rob, Manjot

- Manjot reassured that if the team members are stuck on any technical tasks then feel free to ping him or do a pull request at any time
- Dylan clarified that if one of the fields doesn't have an expiryType, should it count as an error and indicate that this field was not specified.
- Rob asserted that if the data is missing, kick it out as an error. If it provides a date or a type then specify that the type is missing and return the row causing the issue
- Rob asked if the errors are being dumped into their own file
- Dylan stated that the plan is to return a CSV file of the rejected rows and another containing duplicate gift certificates that were tried to import.
- Rob stated that if the data validation catches it, return the rows affected, and if the Checkfront endpoint rejects it, then dump it. Do it the regular way and keep the behaviour the same across the app
- Dylan will let Rob and Manjot know if he is able to come up with another idea for handling the expiryType and expiryDate
- It was later decided to infer the expiryType based on other fields
- Rob says it's easier to reject the file so they can go in to fix the file
- Dylan suggested creating a file of affected rows
- Rob thinks that this would bring scope creep. If the task is easy, then send the good rows and dump the bad rows into a file, then re-submit the file.
- Dylan asked about gift certificate importing and how Checkfront wants to check for duplicate bookings
- Rob says to reject the duplicate and do what is needed with the rejected bookings. It's better to not rewrite and just reject so Checkfront can look into it afterwards

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 12, 2021

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

July 12, 2021

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

42 units

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

34 units

- 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.**

35 units

We have lowered the estimated unit completion target for the next sprint to ensure all tasks are reviewed thoroughly before they are moved to the complete stage.

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			
In Progress			
Review	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
	Step Tracker Updates for Gift Certificate	5	Seiji
	Guest Information Header Mapping Page	5	Seiji
Done	Team Members Info	1	Seiji
	Weekly Status Report 4	1	Seiji, Selina
	Weekly Status Report 5	1	Seiji, Selina
	Import Data - Gift Certificate	5	Dylan
	Guest Information Item Mapping Page	5	Seiji
	Change SVG HTML code into component	5	Seiji
	Research - Guest Information	3	Dylan
	Data Recognition - Guest Information -	13	Dylan

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

