

Teamwork

TakuMahi Evidence Review Five

Communication Strategy - Synchronous

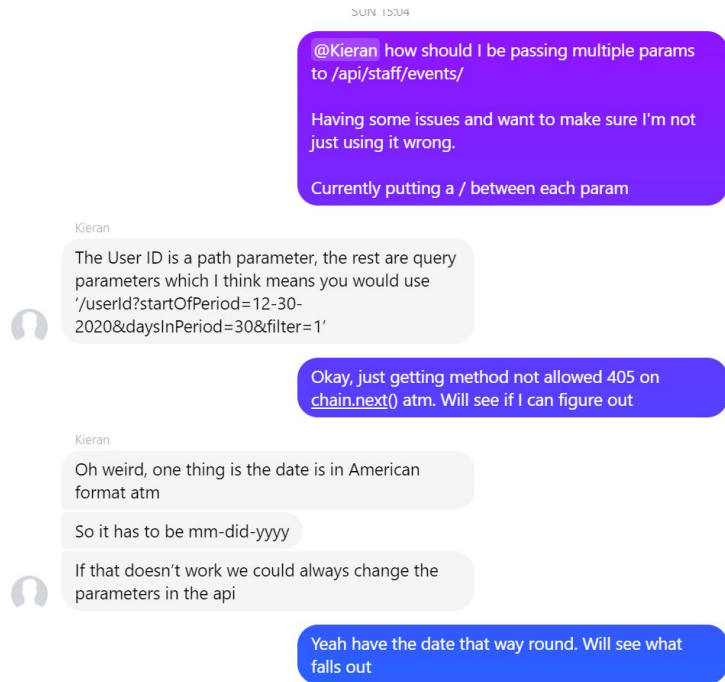
- Sprint and Evidence Review Meetings
- In-Person Meetings
 - Effective Idea-Sharing, Collaboration
 - Ideal for discussing the overall project
 - Were slightly time costly, Hard to find a time that suits everyone
- Zoom Calls
 - Flexibility
 - Ideal for working on Sprint spreadsheet
 - Occasional connection issues

Communication Strategy - Asynchronous

Our tool of choice for asynchronous communication was Facebook Messenger.

This was useful for unplanned communication between developers. Particular when encountering bugs, as we can see here.

One developer has messaged for clarification on the API written by the second developer.



Team Coordination

- Scrum meetings were held in either group study rooms on campus, or on Zoom.
- There was one meeting each week for the sprints. Depending whether this was at the start or end of the sprint, dictated whether we were assigning tasks or looking at progress.
- Tasks were first delegated by developer interest and capability. And then remaining tasks were delegated to whoever was available.

House Rules:

- Active Participation
 - Everyone should be participating in the discussion, so we can decrease disagreements after the fact, and keep the team happy.
- Active Listening
 - Ensuring that everyone is heard is important for everyone keeping up with the conversation.
- Keeping an Open Mind
 - All ideas are valid. And new methods or practices are encouraged.

Progress Monitoring:

In each sprint we would have one meeting in the first week to plan and assign tasks.

A second meeting the following week prior to the evidence review.

During the pre-review meeting, we would go over:

- Current progress
 - Touch base on implementation
 - Update SCRUM spreadsheet hours.
- Create the presentation for that review
- Rehearse the presentation

Reflections on personalities: A Task Oriented Team

- We would assign tasks for each team member on our Sprint meetings.
- From there we go our own way on completing these tasks, using asynchronous communication when we need to notify the team on any changes/updates.

Sprint 3 Changes:

In our third Sprint we had decided to cut a lot of features that were planned.

The reasoning behind this, was so that we can push out an app with the main functionalities working on time.

A lot of the cleared features we considered to be 'Fluff' pieces. While they gave new functionalities to the application, these were already covered by the main functionalities.

E.g. Our Swap Shifts idea can still be done by the Manager wanting to switch employee Shifts.

Sprint 3 Changes Cont:

23	Filter by roles	Ongoing	2	3	Should	View shifts by role. Only people with the selected role will have their shifts displayed while the filter is active.
27	Site Navigation	Ongoing	4	3	Must	
28	Account Management JS	Ongoing	4	3	Must	
3	Assigning Shifts	Ongoing	13	3	Must	Users with manager permissions should be able to assign shifts to employees intuitively
5	View Open Shifts	Ongoing	8	3	Should	Employees should be able to view and apply for available shifts.
29	H2 DAO	Ongoing	6	3	Must	
30	H2 Tables	Ongoing	8	3	Must	
31	Site Linking	Ongoing	5	3	Must	
17	Notification system	Removed	13		Should	People should be notified if someone wants to alter their shift or if when their shift has changed
18	Record of hours of each individual	Removed	3		Should	Employees are able to see the report on how many hours they had worked for the period
7	Shift Swap Approval	Removed	5		Should	Managers will have to approve all Open Shifts/Shift Swaps, and then have rosters automatically update, and employees
11	Receive shifts	Removed	2		Could	Employees should be emailed out a shift
13	User guide	Removed	3		Could	New users are able to refer to the user guide on how to use the app effectively and efficiently
15	Calendar Export	Removed	13		Could	Users should be able to export their roster to a third-party calendar service.
1	Clocking In&Out	Removed	21		Could	Employees should be able to clock in and out of their shifts using GPS.
6	Request Shift Swap	Removed	21		Could	Employees should be able to create Shift Swap requests, which would then appear in Open Shifts for others to app



TakuMahi | MyWork

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Account Details

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First Name:

Last Name:

Staff Email:

PIN:

Phone Number:

Department:

Roles:

Create Account

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Martin						Helping elderly use tech	Helping elderly use tech									

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Name

Description

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Martin						Helping elderly use tech	Helping elderly use tech									

Start

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Name

Description

Notes

Type

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15 :00 18 :00

Time	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm
Martin																

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Please enter the user id for this shift

OK
Cancel

Start

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End

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Name

Description

Notes

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Save

Open Shifts

11 :00 12 :00
15 :00 18 :00