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| | Project Name: CirQuS Cryogenic Wiring | |
| | Studio #: Studio 1 (Act 03) | |
| | Mentor: Grace Billiris | |
| | Team Lead(s): Mitchell Lee | |
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| | Week | Progress |
| | Week 1 - Studio Introduction and Project Brief | 100.00% |
| | Week 2 - Pre-Sprint Preparation | 100.00% |
| | Week 3 - Sprint 0 Week 1 | 100.00% |
| | Week 4 - Sprint 0 Week 2 | 100.00% |
| | Week 5 - Sprint 1 Week 1 | 100.00% |
| | Week 6 - Sprint 1 Week 2 | 100.00% |
| | Week 7 - Sprint 2 Week 1 | TRUE |
| | STUVAC WEEK (1) | #REF! |
| | Week 8 - Sprint 2 Week 2 | 100.00% |
| | Week 9 - Sprint 3 Week 1 | 100.00% |
| | Week 10 - Sprint 3 Week 2 | 100.00% |
| | Week 11 - Sprint 4 Week 1 | 100.00% |
| | Week 12 - Sprint 4 Week 2 | 100.00% |
| | STUVAC (2) - Extra Week Before Final Submission (USE IT WISELY!) | 100.00% |
| | Exam Period | 100.00% |

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| | <u>Week 1 - Studio Introduction and Project Brief</u> | | |
| | Check Box [1] | Task | Description |
| | <input checked="" type="checkbox"/> | Attend Client's Project Presentation | Attend the Lecture in the first week to hear about all the available projects that you can choose from. |
| | <input checked="" type="checkbox"/> | Read Project Briefs | Read the Project Briefs available in Microsoft Teams. |
| | <input checked="" type="checkbox"/> | Create a List of (Individual) Preferences | Create a list of your individual preferences; role and project. Bring this to your next studio session! |
| | <input checked="" type="checkbox"/> | Agile Readiness Quiz | Complete the 'Agile Process Assessment Checklist' Quiz on Canvas. |
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| Week 2 - Pre-Sprint Preparation | | | |
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| Check Box [2] | Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | Get Allocated to Your Team | Get allocated to your Team in class on Wednesday. | |
| <input checked="" type="checkbox"/> | Set up Communication Spaces/Software | Set up JIRA, Confluence, Microsoft Teams and/or Google Drive spaces. | |
| <input checked="" type="checkbox"/> | Define Team Roles and Stand-up Time | Clearly define your team roles. Record them onto Confluence and ensure the Team Leads email them to your Mentor. Create a Weekly stand-up meeting for your Team. This could be during class or outside – as long as it is before your client meeting. | |
| <input checked="" type="checkbox"/> | Team Communication & Collaboration Plan | Start drafting your Team's Communication & Collaboration Plan (template available on Canvas). | |
| <input checked="" type="checkbox"/> | Read Project Brief | Read through your project brief as a Team. Start drafting out the relevant sections. | |
| <input checked="" type="checkbox"/> | Software Requirements and Specification Documentation | Start drafting the 'Software Requirements and Specification' Documentation in a Google Drive or Microsoft Teams space. In particular, the following sections: Project Purpose (Problem Statement, Goals and Objectives, Success Criteria), Project Scope (Project Boundary Diagram, In-Scope, Out of Scope), Assumptions, Risks, Issues, Constraints, Dependencies, System Users and Channels, Functional Requirements (Functional Requirements, User Story Narratives, User Story Map), Data Requirements (Conceptual Data Model, Data Dictionary), Non-Functional Requirements (Requirements Specifications, User Interface Requirements). Template available on Canvas – under Assessment 3. | |
| <input checked="" type="checkbox"/> | Create Questions for Your Client | Create a list of questions for your first Client meeting. These should include any questions that the Team needs further clarification on. | |
| <input checked="" type="checkbox"/> | Establish the First Client Meeting | Once the External Engagement Partner (Harrison) has connected the Team Leads with the Client, establish the first Client meeting. Ideally, this meeting should be a recurring meeting from at least 45-minutes after the start of your SDS session. | |
| <input checked="" type="checkbox"/> | Create User Stories | Draft User Stories from the Project Brief. Hint: it is best if everyone creates at least two user stories each, that way you don't miss anything and everyone's working on A2 already! | |
| <input checked="" type="checkbox"/> | Create First JIRA User Stories | In JIRA, create a product backlog (all the User Stories). Note: make sure you create User Stories – not Issues! | |
| <input checked="" type="checkbox"/> | Create First Confluence Pages | Add the list of questions for your Client into a Confluence page, a page for the names and roles of each member of your Team, and a page for the Communication and Collaboration Plan (include links to the relevant spaces). Also add any else relevant too! | |
| <input checked="" type="checkbox"/> | Create a Meeting Agenda for the First Client Meeting | Create a meeting agenda as a guide for your first Client meeting. | |
| <input checked="" type="checkbox"/> | Sprint 0 Planning | Create a Sprint 0 Backlog. Discuss the planned Sprint tasks. Ensure all Team members know what the tasks involve. Add Estimated Time/Effort required for each User Story using Story Points. Hint: Story Points are needed for Burndown Charts. Note: you may discover some tasks are unnecessary or more tasks are needed to ensure a spread workload for everyone. | |
| <input checked="" type="checkbox"/> | Play Around with JIRA | If the Team isn't already familiar with JIRA, play around with it. Hint: the more familiar you are with the tool, the easier it'll be to use! | |

| Week 3 - Sprint 0 Week 1 | | | |
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| Check Box [3] | Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | |
| <input checked="" type="checkbox"/> | First Client Meeting | Attend your first client meeting. Ensure there are minute takers. An ideal template for meeting minutes is as follows: agenda, notes, and action items. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | This was completed later in the following Sprint as we struggled early on to find a time to meet with our client |
| <input checked="" type="checkbox"/> | Update Software Requirements and Specification Documentation & User Stories | Update Software Requirements and Specification Documentation and User Stories that were made last week, based on the Client's feedback. Add acceptance criteria to your User Stories. Note: acceptance criteria are the set of criteria that your Team will use to ensure each User Story has been wholistically achieved. | This was completed later in the following Sprint as we struggled early on to find a time to meet with our client |
| <input checked="" type="checkbox"/> | Project Brief | Create a Project Brief using the sections from the 'Software Requirements and Specification' document in Confluence. Include the following sections: project description, current system, project objectives, scope, risks, constraints, and dependencies. The purpose of this Brief is to ensure a (written) Client sign-off on your deliverables and confirming anything in- or out-of-scope. Hint: make sure your in-scope is achievable in the project's timeframe. Note: this helps to ensure everyone's on the same page! | This was completed later in the following Sprint as we struggled early on to find a time to meet with our client |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Start 'Sprint 0' in JIRA. Create 'Epics' to categorise the Sprint 0 User Stories, e.g., Frontend, Backend or Testing. Allocate Team members their Sprint tasks. Note: make sure the user stories are achievable for the sprint. They should be small, achievable chunks of work. Hint: updating JIRA User Stories throughout the week creates a better graph. | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes. Get Client's sign-off on Project Brief. The Client can simply comment on the Confluence page as a digital sign-off. Create pages for your User Stories, Issue Tracking and Project Brief. Also add any else relevant too! | Sign-off could only be completed the following week due to client meeting issues |
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| Week 4 - Sprint 0 Week 2 | | | |
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| Check Box [4] | Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | |
| <input checked="" type="checkbox"/> | Client Meeting | Attend your client meeting. Ensure there are minute takers. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Make sure you have a (written) Client sign-off! The Client may want to discuss any of their concerns during this meeting. Make sure to keep an open mind. Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | |
| <input checked="" type="checkbox"/> | Create Software Architecture Diagrams | Start drafting the 'Software Architecture' Documentation in a Google Drive or Microsoft Teams space. In particular, the following sections: High-level overall Software Architecture Diagram, Interaction Architecture (UI Designs, User Interface Map, User Journey Map), Business Architecture (Business Process Model), Information Architecture (Conceptual Data Model e.g., ERD, Data Dictionary), Application Architecture (software components, data components, hardware components), Security Architecture (e.g., MVC Architecture and explain the different components). Template available on Canvas – under Assessment 3. | |
| <input checked="" type="checkbox"/> | Update Project Brief, Software Requirements and Specification Documentation & User Stories | Update the Project Brief, Software Requirements and Specification Documentation and User Stories if relevant after the Client meeting. | |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Update the progress on any assigned Sprint User Stories from last week. Assign any more tasks, if relevant. Note: each Software Architecture Diagram can be added as a 'User Story' in JIRA! Hint: updating JIRA User Stories throughout the week creates a better graph. | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes. Also add any else relevant too! | |
| <input checked="" type="checkbox"/> | Code Away! | If you have any remaining time in your SDS session, feel free to code away or ask your peers, colleagues, or Mentor for any assistance! Note: if there are any issues, don't forget to record them in the Issue Tracking page and create a new JIRA ticket! | Limited coding occurred during this sprint as still finalising the Project Brief, scope and user stories with client |
| <input checked="" type="checkbox"/> | Sprint 1 Planning | Create a Sprint 1 Backlog. Discuss the planned Sprint tasks. Ensure all Team members know what the tasks involve. Add Estimated Time/Effort required for each User Story using Story Points. Hint: Story Points are needed for Burndown Charts. Note: you may discover some tasks are unnecessary or more tasks are needed to ensure a spread workload for everyone. | This was completed during the allocated Studio timeslot |
| <input checked="" type="checkbox"/> | Communication with Client (End of Every Sprint) | Team Leads, email your Client with a summary of your (latest) Sprints progression and your plans for the upcoming Sprint. | |

| Week 5 - Sprint 1 Week 1 | | | |
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| Check Box [5] | Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | |
| <input checked="" type="checkbox"/> | Client Meeting | Attend your client meeting. Ensure there are minute takers. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Make sure you have a (written) Client sign-off! The Client may want to discuss any of their concerns during this meeting. Make sure to keep an open mind. Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | This happens every Monday from midday to 1pm |
| <input checked="" type="checkbox"/> | Software Architecture Diagrams | Continue working on the Software Architecture Diagrams. Note: feel free to drop-in to the Advisor's consultations to get advice on these diagrams. | |
| <input checked="" type="checkbox"/> | Update Project Brief, Software Requirements and Specification Documentation & User Stories | Update the Project Brief, Software Requirements and Specification Documentation and User Stories if relevant after the Client meeting. | |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Start 'Sprint 1' in JIRA. Create 'Epics' to categorise the Sprint 1 User Stories, e.g., Frontend, Backend or Testing. Allocate Team members their Sprint tasks. Note: make sure the user stories are achievable for the sprint. They should be small, achievable chunks of work. Discuss when JIRA tasks should be moved into "done" – e.g., after testing or acceptance criteria is checked by another member? Hint: updating JIRA User Stories throughout the week creates a better graph. | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes. Also add any else relevant too! | |
| <input checked="" type="checkbox"/> | General Housekeeping | Make sure all Team members have their Individual Development Environments (IDEs) set up and made a practice "Hello World!" commit (to ensure no technical difficulties later on). Ensure to document any issues (Confluence Page: Issue Tracking) or questions as you go! | |
| <input checked="" type="checkbox"/> | Sprint 0 Retrospective | Complete a Sprint 0 Retrospective answering the following questions: What went well? What could have gone better? What will we try next? What questions do we have? Document this in Confluence. Hint: it is best if everyone takes their own notes for both group and individual retrospectives, that way you don't miss anything and everyone's working on A2 already. | This was completed during the allocated Studio timeslot |
| <input checked="" type="checkbox"/> | Code Away! | If you have any remaining time in your SDS session, feel free to code away or ask your peers, colleagues, or Mentor for any assistance! Note: if there are any issues, don't forget to record them in the Issue Tracking page and create a new JIRA ticket! | |

| Week 6 - Sprint 1 Week 2 | | | |
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| Check Box [6] | Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | |
| <input checked="" type="checkbox"/> | Client Meeting | Attend your client meeting. Ensure there are minute takers. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | This happens every Monday from midday to 1pm |
| <input checked="" type="checkbox"/> | Create Software Architecture Diagrams | Continue working on the Software Architecture Diagrams. If possible, get the Advisor to sign off on the Software Architecture Diagrams – a written comment or email! | |
| <input checked="" type="checkbox"/> | Update Project Brief, Software Requirements and Specification Documentation & User Stories | Update the Project Brief, Software Requirements and Specification Documentation and User Stories if relevant after the Client meeting. | |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Update the progress on any assigned Sprint User Stories from last week. Hint: updating JIRA User Stories throughout the week creates a better graph. | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes and Software Architectures Diagrams. Also add any else relevant too! | |
| <input checked="" type="checkbox"/> | Sprint 2 Planning | Create a Sprint 2 Backlog. Discuss the planned Sprint tasks. Ensure all Team members know what the tasks involve. Add Estimated Time/Effort required for each User Story using Story Points. Hint: Story Points are needed for Burndown Charts. Note: you may discover some tasks are unnecessary or more tasks are needed to ensure a spread workload for everyone. | This was completed during the allocated Studio timeslot |
| <input checked="" type="checkbox"/> | Communication with Client (End of Every Sprint) | Team Leads, email your Client with a summary of your (latest) Sprints progression and your plans for the upcoming Sprint. | |
| <input checked="" type="checkbox"/> | Code Away! | If you have any remaining time in your SDS session, feel free to code away or ask your peers, colleagues, or Mentor for any assistance! Note: if there are any issues, don't forget to record them in the Issue Tracking page and create a new JIRA ticket! | |

| Week 7 - Sprint 2 Week 1 | | | |
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| Check Box [7] | Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | |
| <input checked="" type="checkbox"/> | Client Meeting | Attend your client meeting. Ensure there are minute takers. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | This occurs every Monday from midday to 1pm |
| <input checked="" type="checkbox"/> | Software Architecture Diagrams | Continue working on the Software Architecture Diagrams. If you haven't already, get the Advisor to sign off on the Software Architecture Diagrams – a written comment or email! | |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Update the progress on any assigned Sprint User Stories from last week. Start 'Sprint 2' in JIRA. Allocate Team members their Sprint tasks. Create 'Epics' to categorise the Sprint 2 User Stories, e.g., Frontend, Backend or Testing. Allocate Team members their Sprint tasks. Note: make sure the user stories are achievable for the sprint. They should be small, achievable chunks of work. Hint: updating JIRA User Stories throughout the week creates a better graph. | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes and Software Architectures Diagrams. Also add any else relevant too! | |
| <input checked="" type="checkbox"/> | Sprint 1 Retrospective | Complete a Sprint 1 Retrospective answering the following questions: What went well? What could have gone better? What will we try next? What questions do we have? Document this in Confluence. Hint: it is best if everyone takes their own notes for both group and individual retrospectives, that way you don't miss anything and everyone's working on A2 already! | This was completed during the allocated Studio timeslot |
| <input checked="" type="checkbox"/> | Attend Assessment 1 De-Briefing led by your Mentor! | Attend the assessment 1 de-briefing led by your Mentor, sometime during your SDS Session. Note: Assessment 1 (all individual) has 2 Sprint reflections and 1 design journal. | Not all team members were present for this debriefing session |
| <input checked="" type="checkbox"/> | Code Away! | If you have any remaining time in your SDS session, feel free to code away or ask your peers, colleagues, or Mentor for any assistance! Note: if there are any issues, don't forget to record them in the Issue Tracking page and create a new JIRA ticket! | |

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| | <u>STUVAC WEEK (1)</u> | | | |
| | Check Box [8] | Task | Description | Additional Comments |
| | <input type="checkbox"/> | (Optional) Team Stand-Up | Complete the Team’s Stand-up (if you haven’t already). | Decided to skip this week's standup as everyone was aware of their assigned priorities |
| | <input checked="" type="checkbox"/> | (Optional) Client Meeting | Attend your client meeting. Ensure there are minute takers. Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | This occurs every Monday from midday to 1pm |
| | <input checked="" type="checkbox"/> | (Highly Recommended) Code Away! | Make sure your Team makes the most of this extra week in Sprint 2! | |
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| Week 8 - Sprint 2 Week 2 | | | |
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| Check Box [9] | Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | |
| <input checked="" type="checkbox"/> | Client Meeting | Attend your client meeting. Ensure there are minute takers. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | |
| <input checked="" type="checkbox"/> | Software Architecture Diagrams | Continue working on the Software Architecture Diagrams. If you haven't already, get the Advisor to sign off on the Software Architecture Diagrams – a written comment or email! | |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Update the progress on any assigned Sprint User Stories from last week. Hint: updating JIRA User Stories throughout the week creates a better graph. | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes and Software Architectures Diagrams. Also add any else relevant too! | |
| <input checked="" type="checkbox"/> | Submit Assessment 1 (Individual) | Make sure you submit Assessment 1 by midnight on Monday the 9th of October! | |
| <input checked="" type="checkbox"/> | Sprint 3 Planning | Create a Sprint 3 Backlog. Discuss the planned Sprint tasks. Ensure all Team members know what the tasks involve. Add Estimated Time/Effort required for each User Story using Story Points. Hint: Story Points are needed for Burndown Charts. Note: you may discover some tasks are unnecessary or more tasks are needed to ensure a spread workload for everyone. | This was completed during the allocated Studio timeslot |
| <input checked="" type="checkbox"/> | SDS Session Project Showcase | Present your work-in-progress product to your colleagues in your SDS Session. The aim of this 'showcase' is practice talking through your product. | Our team's presentation timeslot was for the following week |
| <input checked="" type="checkbox"/> | Communication with Client (End of Every Sprint) | Team Leads, email your Client with a summary of your (latest) Sprints progression and your plans for the upcoming Sprint. | |
| <input checked="" type="checkbox"/> | Code Away! | If you have any remaining time in your SDS session, feel free to code away or ask your peers, colleagues, or Mentor for any assistance! Note: if there are any issues, don't forget to record them in the Issue Tracking page and create a new JIRA ticket! | |
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| Week 9 - Sprint 3 Week 1 [10] | | | | |
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| Check Box [11] | Task | Description | Additional Comments | |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | | |
| <input checked="" type="checkbox"/> | Client Meeting | Attend your client meeting. Ensure there are minute takers. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Showcase a Demonstration of your working product to your Client. Make sure to get their feedback on the product. Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | Occured during the typical Monday midday timeslot | |
| <input checked="" type="checkbox"/> | Official Assessment 3 Documentation | Start drafting your Team's official Assessment 3 Documentations – 'Software Requirements and Specification' and 'Software Architecture'. Templates available on Canvas – under Assessment 3. Hint: you guys have been working on these sections throughout the semester! | | |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Update the progress on any assigned Sprint User Stories from last week. Start 'Sprint 3' in JIRA. Allocate Team members their Sprint tasks. Create 'Epics' to categorise the Sprint 3 User Stories, e.g., Frontend, Backend or Testing. Allocate Team members their Sprint tasks. Note: make sure the user stories are achievable for the sprint. They should be small, achievable chunks of work. Hint: updating JIRA User Stories throughout the week creates a better graph. | | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes. Also add any else relevant too! | | |
| <input checked="" type="checkbox"/> | Sprint 2 Retrospective | Complete a Sprint 2 Retrospective answering the following questions: What went well? What could have gone better? What will we try next? What questions do we have? Document this in Confluence. Hint: it is best if everyone takes their own notes for both group and individual retrospectives, that way you don't miss anything and everyone's working on A2 already! | This was completed during the allocated Studio timeslot | |
| <input checked="" type="checkbox"/> | Practice Team Presentation | Draft a Team presentation to practice in front of your Mentor within the next two weeks. Make sure to talk to your Mentor to gain a practice timeslot that works for your Team. Ensure the presentation slides include (at least): Team overview (with everyone's pictures, names and Team roles), project overview (with a brief description of Client, project objectives and goals), project scope (in and out of scope), functional and non-functional requirements, Solution Architecture (high-level solution diagram), anything else relevant, and a demonstration of your working product. Hint: Team presentation falls under Assessment 3! Note: you may add this as a JIRA 'User Story'. | | |
| <input checked="" type="checkbox"/> | Code Away! | If you have any remaining time in your SDS session, feel free to code away or ask your peers, colleagues, or Mentor for any assistance! Note: if there are any issues, don't forget to record them in the Issue Tracking page and create a new JIRA ticket! | | |

| Week 10 - Sprint 3 Week 2 [12] | | | |
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| Check Box | [13 Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | |
| <input checked="" type="checkbox"/> | Client Meeting | Attend your client meeting. Ensure there are minute takers. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Showcase a Demonstration of your working product to your Client. Make sure to get their feedback on the product. Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | Occured during the typical Monday midday timeslot |
| <input checked="" type="checkbox"/> | Official Assessment 3 Documentation | Continue working on your Team's official Assessment 3 Documentations – 'Software Requirements and Specification' and 'Software Architecture'. Templates available on Canvas – under Assessment 3. Hint: you guys have been working on these sections throughout the semester! | |
| <input checked="" type="checkbox"/> | Practice Team Presentation | Perform your Team's practice presentation to practice in front of your Mentor. | Completed the week prior. |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Update the progress on any assigned Sprint User Stories from last week. Assign any more tasks, if relevant. Note: each Software Architecture Diagram can be added as a 'User Story' in JIRA! Hint: updating JIRA User Stories throughout the week creates a better graph. | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes. Also add any else relevant too! | |
| <input checked="" type="checkbox"/> | Sprint 4 Planning | Create a Sprint 4 Backlog. Discuss the planned Sprint tasks. Ensure all Team members know what the tasks involve. Add Estimated Time/Effort required for each User Story using Story Points. Hint: Story Points are needed for Burndown Charts. Note: you may discover some tasks are unnecessary or more tasks are needed to ensure a spread workload for everyone. | This was completed during the allocated Studio timeslot |
| <input checked="" type="checkbox"/> | Communication with Client (End of Every Sprint) | Team Leads, email your Client with a summary of your (latest) Sprints progression and your plans for the upcoming Sprint. | |
| <input checked="" type="checkbox"/> | Code Away! | If you have any remaining time in your SDS session, feel free to code away or ask your peers, colleagues, or Mentor for any assistance! Note: if there are any issues, don't forget to record them in the Issue Tracking page and create a new JIRA ticket! | |

| Week 11 - Sprint 4 Week 1 [14] | | | |
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| Check Box | [15 Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | |
| <input checked="" type="checkbox"/> | Client Meeting | Attend your client meeting. Ensure there are minute takers. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Showcase a Demonstration of your working product to your Client. Make sure to get their feedback on the product. Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | Occured during the typical Monday midday timeslot |
| <input checked="" type="checkbox"/> | Official Assessment 3 Documentation | Continue working on your Team's official Assessment 3 Documentations – 'Software Requirements and Specification' and 'Software Architecture'. Templates available on Canvas – under Assessment 3. Hint: you guys have been working on these sections throughout the semester! | |
| <input checked="" type="checkbox"/> | Practice Team Presentation | Perform your Team's practice presentation to practice in front of your Mentor. | Completed the week prior. |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Update the progress on any assigned Sprint User Stories from last week. Start 'Sprint 4' in JIRA. Allocate Team members their Sprint tasks. Create 'Epics' to categorise the Sprint 4 User Stories, e.g., Frontend, Backend or Testing. Allocate Team members their Sprint tasks. Note: make sure the user stories are achievable for the sprint. They should be small, achievable chunks of work. Hint: updating JIRA User Stories throughout the week creates a better graph. | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes. Also add any else relevant too! | |
| <input checked="" type="checkbox"/> | Code Away! | If you have any remaining time in your SDS session, feel free to code away or ask your peers, colleagues, or Mentor for any assistance! Note: if there are any issues, don't forget to record them in the Issue Tracking page and create a new JIRA ticket! | |
| <input checked="" type="checkbox"/> | Sprint 3 Retrospective | Complete a Sprint 3 Retrospective answering the following questions: What went well? What could have gone better? What will we try next? What questions do we have? Document this in Confluence. Hint: it is best if everyone takes their own notes for both group and individual retrospectives, that way you don't miss anything and everyone's working on A2 already! | This was completed during the allocated Studio timeslot |
| <input checked="" type="checkbox"/> | Attend Assessment 2 De-Briefing led by your Mentor! | Attend the assessment 2 de-briefing led by your Mentor, sometime during your SDS Session. Note: Assessment 2 is all individual). | The whole team was not available for this session |
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| Week 12 - Sprint 4 Week 2 [16] | | | |
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| Check Box [17] | Task | Description | Additional Comments |
| <input checked="" type="checkbox"/> | SCRUM of SCRUM | Attend SCRUM of SCRUM. Update the whiteboard with your Teams progression. | |
| <input checked="" type="checkbox"/> | Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | |
| <input checked="" type="checkbox"/> | Client Meeting | Attend your client meeting. Ensure there are minute takers. Hint: it is best if everyone takes their own notes, that way you don't miss anything and everyone's working on A2 already! Showcase a Demonstration of your working product to your Client. Make sure to get their feedback on the product. Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | Occured during the typical Monday midday timeslot |
| <input checked="" type="checkbox"/> | Practice Team Presentation | If you haven't already, perform your Team's practice presentation to practice in front of your Mentor. | |
| <input checked="" type="checkbox"/> | Official Assessment 3 Documentation | Continue working on your Team's official Assessment 3 Documentations – 'Software Requirements and Specification' and 'Software Architecture'. Templates available on Canvas – under Assessment 3. Hint: you guys have been working on these sections throughout the semester! | Completed the week prior. |
| <input checked="" type="checkbox"/> | JIRA Housekeeping | Update the progress on any assigned Sprint User Stories from last week. Assign any more tasks, if relevant. Note: each Software Architecture Diagram can be added as a 'User Story' in JIRA! Hint: updating JIRA User Stories throughout the week creates a better graph. | |
| <input checked="" type="checkbox"/> | Confluence Housekeeping | Add Meeting Minutes. Also add any else relevant too! Note: if there are any issues, don't forget to record them in the Issue Tracking page! | |
| <input checked="" type="checkbox"/> | Code Away! | If you have any remaining time in your SDS session, feel free to code away or ask your peers, colleagues, or Mentor for any assistance! Note: if there are any issues, don't forget to record them in the Issue Tracking page and create a new JIRA ticket! | |
| <input checked="" type="checkbox"/> | Submit Assessment 2 (Individual) | Make sure you submit Assessment 2 by midnight on Monday the 30th of October! | |
| <input checked="" type="checkbox"/> | Communication with Client (End of Every Sprint) | Team Leads, email your Client with a summary of your (latest) Sprints progression and your plans for the final project handover. | |

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|--|---|---------------------------------|---|--|
| | <u>STUVAC (2) - Extra Week Before Final Submission (USE IT WISELY!) [18]</u> | | | |
| | Check Box | [19] Task | Description | Additional Comments |
| | <input checked="" type="checkbox"/> | (Optional) Team Stand-Up | Complete the Team's Stand-up (if you haven't already). | Completed during the same Studio time to ensure as many members as possible were available |
| | <input checked="" type="checkbox"/> | (Optional) Client Meeting | Attend your client meeting. Ensure there are minute takers. Showcase a Demonstration of your working product to your Client. Make sure to get their feedback on the product. Note: If you would like to record the meeting, ensure you confirm with everyone before doing so. | Occured during the typical Monday midday timeslot |
| | <input checked="" type="checkbox"/> | (Highly Recommended) Code Away! | Make sure your Team makes the most of this extra week before final submission! | |
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|--|-------------------------------------|---------------------------|---|
| | <u>Exam Period</u> | | |
| | Check Box [20 | Task | Description |
| | <input checked="" type="checkbox"/> | Assessment 3 Presentation | Team to present to Client and Mentor. See Canvas for Assessment 3 Presentation schedule. |
| | <input checked="" type="checkbox"/> | Submit Assessment 3 | Team Leads to submit Assessment 3 on behalf of the Team by midnight the 13th of November! |
| | <input checked="" type="checkbox"/> | SparkPlus (Individual) | Complete SparkPlus (individually). |
| | | | |

- [1] Tick the task when completed!
- [2] Tick the task when completed!
- [3] Tick the task when completed!
- [4] Tick the task when completed!
- [5] Tick the task when completed!
- [6] Tick the task when completed!
- [7] Tick the task when completed!
- [8] Tick the task when completed!
- [9] Tick the task when completed!
- [10] Note: don't let the Project's scope creep anymore!
- [11] Tick the task when completed!
- [12] Note: don't let the Project's scope creep anymore!
- [13] Tick the task when completed!
- [14] Note: don't let the Project's scope creep anymore!
- [15] Tick the task when completed!
- [16] Note: don't let the Project's scope creep anymore!
- [17] Tick the task when completed!
- [18] Hint: start marking sure everything is finalised. Prepare for project handover.
- [19] Tick the task when completed!
- [20] Tick the task when completed!