SPRINT 2 REVIEW SUMMARY REPORT

1. ACTIVITIES

Sprint Planning:

Meeting Time: 7:00pm-8:00pm 14th Aug 2023

Attendance: Nay, Simon, Dora, Fangxin, Shulin

Discussion:

During the Sprint 2 Planning Meeting, we reviewed the last sprint and outlined the goals for the upcoming one. Reflecting on the issues we had in the last sprint, mainly around the application structure and GitHub conflicts, we agreed to restructure the application, split the app.py file into separate views files, and start to adopt the branching approach. We assigned the restructuring task, the user stories for Sprint 2, along with the tidying up tasks based on the feedback from the product owner to each member. We also emphasised the importance of using GitHub correctly and identified a few useful resources, including articles and videos, on using branches, pull requests, and merges on GitHub.

ScrumMaster: Dora

Daily Scrum:

Meeting Time: 8:00pm from Tuesday to Saturday
Attendance: Nay, Simon, Dora, Fangxin, Shulin

Discussion:

During the daily scrum meetings, each team member provided updates on their progress and discussed any challenges they encountered. By the end of the second scrum meeting, we had successfully employed the blueprint method to restructure the application and started to build individual branches for each unit of functionality. Since then, we had set out guidelines as to how to use the new structure and GitHub to minimise conflicts and confusion. Once a single unit of functionality was finished, we did demonstration on the application, going through the workflow while identifying any issues that would hinder user experience. Additionally, we discussed any required database and corresponding changes as we progressed along the sprint, such as adding in the status attribute in the members table to show if the user is active, so that we could deactivate them with a delete function rather than wiping their data off of the database.

Sprint Review:

Meeting Time: 8:00pm-9:00pm 20th Aug 2023
Attendance: Nay, Simon, Dora, Fangxin, Shulin, Elizabeth

Discussion:

All the user stories for Sprint 2 were demonstrated on the application to the product owner. The product owner were impressed by the overall quality of the deliverables, and agreed to move them along to the Done column on the scrum board. Minor comments were made on user experience and formatting, including the availability of a back button, the New Zealand date format, and contrast between background and text. Additionally, an error from the last sprint was spotted, which is that the registration function should be reserved to members only, excluding instructors and administrators. We agreed on this common practice for security purposes and made a note to make references to not only the user stories on the board, but also the original requirements document. At the end of the meeting, we created a new sprint for the next week, and transferred the rest of the user stories in the backlog onto the new scrum board.

Sprint Retrospective:

Meeting Time: 8:00pm-8.30pm 21st Aug 2023
Attendance: Nay, Simon, Dora, Fangxin, Shulin

Discussion: refer to Part 3. Sprint Retrospective

2. SPRINT 2 PROGRESS

User Story	Task	Developer	Status	Hours Worked
As a User, I want to be able to logout, so that I can securely end my session and protect my personal information.	- Clear and easily identifiable logout button in prominent location on user interface/ dashboard. - Clicking on the "Logout" button should immediately terminate the user's session, logging them out of the application or website. - After clicking the "Logout" button, a confirmation prompt should appear to confirm the user's intention to log out, helping prevent accidental logouts. - After successful logout, the user should be redirected to a designated page (such as a login page) or presented with a clear confirmation message that they have been logged out. - If the logout attempt fails due to any reason (e.g., network issues), the user should receive clear error feedback explaining the issue and providing guidance on resolving it.	Fangxin	Done	4
As an Instructor, I want to view the schedule of aqua aerobics classes that I am running, so I can be aware of my teaching commitments.	- View a schedule of aqua aerobics classes assigned to me. - See details of each class, including the class time, location (hydrotherapy pool or training pool), and the number of attendees booked for each class. - the maximum is 30 attendees	Dora	Done	4

As a user, I want to be able to register as a member, instructor, or admin so that I can access the platform with the appropriate privileges and contribute according to my role.	- Upon successful login, users should be directed to a dashboard or homepage tailored to their selected role, providing relevant information and options. - Web form with fields Username, Password and Role. - Submit button redirects the user to the login page. - The registration page should offer distinct options for users to choose their desired role: "Member," "Instructor," and "Admin." - The registration form should validate user input and provide meaningful error messages for missing or incorrectly formatted information. - Users should be able to select one role during the registration process.	Simon	Done	4
As an Admin/ Manager, I want to be able to add, update or delete member profiles, so that I can keep member details current.	- View a list of all the users for selection. - Add Member details to database. Name, Address, phone number, email and emergency contact. - Update member details in database. - Delete members from database. - Change status to inactive rather than delete	Nay	Done	12
As an Admin/ Manager, I want to be able to view the weekly schedule of aqua aerobics classes, so that we can accurate information about class timings.	- User generated report showing weekly schedule of aqua aerobics classes. Calendar view. - Filter and search based on class and instructor. - When class is selected details for that class are displayed. Time, instructor, cost, number of attendees.	Dora	Done	4

As a member, I want to view the weekly schedule of aqua aerobics classes so that I can book it.	- The weekly schedule of aqua aerobics classes can be viewed. (how to do it and what information be shown. The table is a simple way to show the information) - If a lesson is available, there is a clickable link to book it.	Dora	Done	8
As an Admin/ Manager, I want to be able to view schedule of instructors individual swimming lessons, so that I can decide which lessons to choose.	- View a list of the 10 instructors - Choose instructors and view their lesson schedule	Nay	Done	4
As a member, I want to view the available times for individual swimming lessons with instructors, so I know which swimming lesson I want to choose.	- Individual swimming lessons timetable can be viewed (and clickable?) - The available time slot is shown with different colours apart from the not available ones. - The instructors who hold the time slot are shown.	Nay	Done	4
As a member, I want to view swim instructors, so I know their information.	- A list of swim instructors can be found. −Individual instructor's name has a clickable link to view that instructor's information, including first name, last name, position, and email (available time slots for private swimming class if this table is built later on).	Shulin	Done	4

As a member, I want to book an aqua aerobics class, so that I can attend the class.	- Click select the class from scrum−display class details, including class date, time, instructor's name, pool location, max capacity, how a confirm button to be clicked. - click confirm, book the class (add this class to enrolled classes)	Fangxin	Done	4
As a member, I want to book an individual swimming lesson, so that I can reserve the instructor's time for personalised instruction.	- View schedule of individual swimming instructors - View the details of the lessons, time, instructor, price - Select the lesson - Process payment	Fangxin	Done	4

3. SPRINT RETROSPECTIVE

A. What worked?

- Enhanced Collaboration

Reflecting on Sprint 2, we reached a consensus that our teamwork demonstrated a notable improvement compared to the last one. As previously discussed, we managed to identify the two main challenges at the beginning of the sprint, namely refining the application structure and improving our GitHub practices. We made a successful effort to address both of the issues which had paid off. In addition, as this was the second week of the project, we noticed that we communicated with each other better and worked more seamlessly as a team. As a result, we were able to progress along this sprint, implement changes on the application, and respond to errors in a more efficient way.

B. What did not work?

While we experienced much fewer conflicts in this sprint, some pages for the three user roles were inconsistent across the application, particularly around workflow and styling, which created extra work to make them look unified. For example, some member has been allocated to do the same function for all three role, however, the following function which uses the same html page was allocated by another member and only one user role was associated with

that function so that the changes to the html weren't applied to the other two user roles' page.

C. What we can do better?

- Exploring Cross-Review Practice

While we experienced much fewer conflicts in this sprint, some pages for the three user roles were inconsistent across the application, particularly around workflow and styling. One area we could improve in the next sprint was that we could adopt consistent cross-review practice, where team members are to review each other's branches, offer constructive feedback, before proceeding with merges. This approach would allow us to further reduce conflicts and confusion, improve cohesion across the application, and foster collaboration within the team.

- Communication

We have also mentioned the importance to notify other people if your user story function is connected with other members' ones, so they are aware that changes have been made to the shared html page so they know what to do with other pages.

4. SPRINT 3 PLANNING

User Story	Task	Developer	Estimated Hours
As an Instructor, I want to view the individual swim lesson bookings and the swim trainees' profile information, so I can prepare for each lesson accordingly.	- Access a list of all upcoming individual swimming lesson bookings assigned to me. - See the details of each booking, including the lesson time, the member's profile information (Name, Contact Details), and any additional notes provided by the member. - health records - locations of the classes	Shulin	5

As an Instructor, I want to schedule my available times for individual swimming lessons, so that members can book lessons with me.	- Access a timetable where I can input my available time slots for individual swimming lessons. - Set the time, duration (30 or 60 minutes), and location (Olympic size pool, hydrotherapy pool, training pool, or family pool) for each available lesson slot. - if scheduled wrong, be able to change it - how far ahead could I schedule	Shulin	5
As a member, I want to make a payment to my subscription, so that I can keep using the service.	- Payment Option: Provide "Make Payment" button within the member's account dashboard. - Payment Details: display a breakdown of the subscription cost and any other relevant payment information. - Payment Confirmation: Click pay the bill, feedback confirmation message.	Dora	3
As an Admin/Manager, I want to track payments from members, so that I can make sure memberships are not in arrears.	- Table with list of all payments. - Payment can be searched by members name - Payment can be ordered by date	Dora	5

As an Admin/Manager, I want to be able view members attendance with a breakdown of the different types of attendance, so that I can see which areas/ activities are most/least popular with members and track their participation.	- User generates report showing monthly attendance in what areas and activities. Over a time period. - Individual attendance history based on member selection. Over a time period.	Nay	3
As an Admin/Manager, I want to be able to view report of the most popular aqua aerobics classes, so that I can plan classes better for next year.	- Keep track of total attendance, average attendance, and percentage of capacity filled for each aerobics class - Group records by months or year - Present in a chart or graph	Nay	3
As a member, I want to view subscription details, so that I can see when my subscriptions will be due	- Display Subscription Information: including the monthly payment amount of $70 and the services covered (pool usage and aqua aerobics classes). - Display Payment Overview: show a summary of upcoming subscription payments, indicating the due date and the total amount. - Payment option: click this button to process for a payment.	Simon	2
As an Admin/Manager, I want to be able to generate financial reports, so that I can keep track of the financial situation of the centre.	- Keep track of three revenue collections, total revenue, subscription and swimming lesson tuition. Total revenue is the sum of the last two. - Group collections by months or financial year	Dora	4

As a member, I want to pay for the individual swimming lesson, so that I can secure the instructor's time slot.	- Display selected lesson details: instructor's name, lesson date, time, and duration before payment. - Display cost breakdown: present total cost. - Click "Pay" button to complete the payment	Susan	4
As an Admin/Manager, I want to be able to send on-screen news/updates to members, so that I can effectively communicate with members.	- Create and publish news and updates - Send them to all members - OR when the user logs on, the message will appear	Simon	4
As a member, I want to view all my bookings for classes and swimming lessons, so that I know which class or lesson is upcoming	- Show my booking info: Course, instructor, pool, date, and time. - cancel my enrolment function	Susan	1
As an Admin/Manager, I want to be able to send on-screen reminders to members when their subscription is due, so that I can encourage them to continue with their subscription.	- View member subscription details – status and expiry date - Send on-screen reminders to members when their subscription is due	Simon	4
As an Admin/Manager, I want to be able to view the subscription status of our members, so that we can actively assist members with their subscriptions.	- User generated report showing overall membership subscription types and volumes. - User generated report showing individual membership subscription details and status.	Simon	4

5. **SPRINT BURNDOWN CHART**

Sprint 2 Burndown Chart
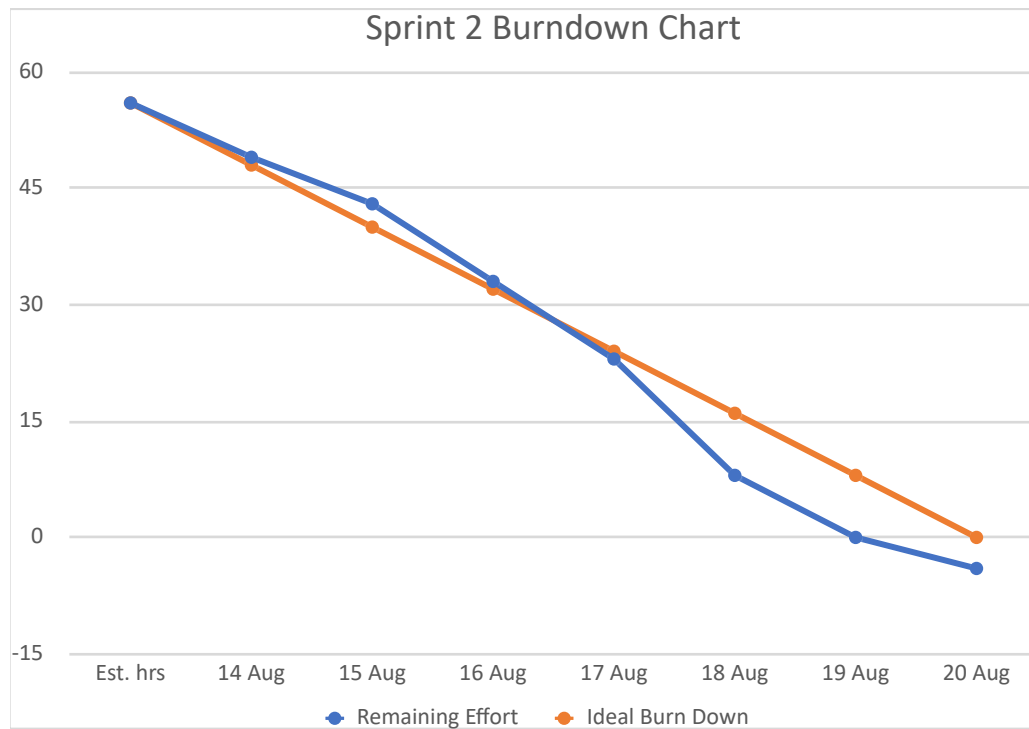
In Sprint 2, the total estimated hours were 56 hours and the actual hours used were 60 hours. This explains the blue remaining effort line went under 0 at 20 Aug (the last day of the sprint). The first four days effort line was very close to the ideal burn down line, and more effort had been made in the last three days, reflecting some work were underestimated and actually took longer to finish.