Attendance: Singh, Dewei, Stephen, Abby
Date: Sep 25, 2024
Meeting: OFFICIAL SCRUM Mtg 1
Agenda:
- Sprint 1 and SCRUM Review
    - What did you complete this week?
    - What were you blockers?
    - What do you plan on completing this week?
- Next Steps:
    -
- Action Items:
    - ☐

Attendance: Singh, Dewei, Stephen, Abby
Date: Sep 18, 2024
Meeting: OFFICIAL SCRUM Mtg 1
Agenda:
- Check in
    - See where everyone is at and how they are showing up today
- Review Jira
    - Review Workflow
    - Explain SCRUM
    - Explain what our first sprint will look like
    - Review how to create tasks on the backlog and how to begin and end weekly sprints

- - Create first task in backlog and review workflow with team
  - Share weekly Team SCRUM Notes
    - This will served as documentation of what is going on in weekly meetings in addition to a draft of what the overall team tasks will look like this week
  - Begin DRAFT Project Status Report
    - Assign parts of the report to different team members to better delegate how we will get this completed in a timely manner with quality work
  - **IDEA**: Try to physically meet at the beginning of the week so that we can plan the SPRINT ahead
    - This will be for the start of the project at least until we get a flow going

Action Items:

- ☑ ~~Abigail Gualda~~ ~~to make a separate file for the SCMP~~
- ☐ stephenyang0215@gmail.com to upload the SCMP to the github
- ☑ ~~stephenyang0215@gmail.com~~ ~~to search all available API for News Sources~~
  - ☐ stephenyang0215@gmail.com run the code to see if it goes through
- ☑ ~~stephenyang0215@gmail.com~~ ~~spinning up the infrastructure, databases and EC2~~
- ☐ dewei@bu.edu , Abigail Gualda , daman059@bu.edu to do/help with Software Project Management Plan (SPMP) document
  - ☐ Need to break down tasks / portions Abigail Gualda
    - PM tools
    - Organization: Team structure, tole, and responsibilities
  - ☑ ~~dewei@bu.edu~~ ~~Risk Management Plan — risk, mitigation, and owners~~
  - ☐ stephenyang0215@gmail.com and daman059@bu.edu to tackle the estimated cost of the project
    - Documentation and monitoring
- ☐ daman059@bu.edu to come up with components and functionalities that can be used as inspiration in our final product from already made similar websites
- ☐ Fnu Damanjit Singh to create options for the team of what should be added in our final product
- ☐ daman059@bu.edu to update the SCMP with the expected tech stack

Next Steps:

- ☑ ~~Abigail Gualda~~ ~~add all tasks to backlog~~ *[high priority]*
- ☑ ~~TEAM — Software Project Management Plan (SPMP) document~~ *[high priority]*
- ☑ ~~TEAM — Move assigned tasks through the SCRUM workflow~~ *[high priority]*
- ☐ Find another time for Stephen to explain github 20 minutes [*low priority*]

Risk Identification:

1. **Technical Debt**: Fast-paced development could lead to code maintainability issues.
   - Risk type: Technical risks (Uncertainty around the technology, potential bugs, or system failures.)
   - Impact: minor delays except change structure for code.
   - Cost: less
   - Risk Mitigation Plan: Avoid (Adjusting project plans so the risk cannot occur. For instance, if a technical issue is foreseen, changing to a more stable technology or avoiding overly complex features could help.)
   - Solution: Implement code reviews and regular refactoring sessions.
   - Owner:
   - Risk prioritization:
     - Likelihood: 8
     - Impact: 3
     - Cost of Managing: 3
     - Priority: 8
2. **API Availability and Reliability**: Downtime of third-party APIs could affect news data retrieval.
   - Risk type: External risks (Third-party dependencies, API failures, or external data sources becoming unavailable.)
   - Impact: halt progress entirely.
   - Cost: much
   - Risk Mitigation Plan: Avoid
   - Solution: Identify alternative APIs and implement error handling
   - Owner:
   - Risk prioritization:
     - Likelihood: 2
     - Impact: 10
     - Cost of Managing: 8
     - Priority: 10
3. **Scope Creep**: The inclusion of AI semantic analysis as a stretch goal could delay the project.
   - Risk type: Technical risks
   - Impact: a few day to learn how to use AI analysis
   - Cost: less
   - Risk Mitigation Plan: Conquer (Taking direct action to eliminate the risk. This could involve early testing, setting up backup services, or improving communication to resolve issues before they arise.)

- Solution: Define clear MVP features and manage scope with weekly SCRUM sprints.
- Owner:
- Risk prioritization:
  - Likelihood: 8
  - Impact: 4
  - Cost of Managing: 2
  - Priority: 5

4. **Team Coordination**: Miscommunication or integration issues may arise with distributed team members.
   - Risk type: Operational risks (Issues related to team performance, timelines, or miscommunication.)
   - Impact: often week delays.
   - Cost: less
   - Risk Mitigation Plan: Conquer and communication
   - Solution: Hold regular meetings, daily standups, and integration testing after each sprint.
   - Owner:
   - Risk prioritization:
     - Likelihood: 4
     - Impact: 6
     - Cost of Managing: 6
     - Priority: 6

5. **Security Vulnerabilities**: Concerns related to data privacy, security, and external API integration.
   - Risk type: Technical risks
   - Impact: minor delays.
   - Cost: less
   - Risk Mitigation Plan: Avoid
   - Solution:
   - Owner: Secure data storage with external API integration
   - Risk prioritization:
     - Likelihood: 2
     - Impact: 8
     - Cost of Managing: 6
     - Priority: 8