Important Team Documents

* Slack Link: <https://cs673a1.slack.com/archives/C07L83B3249>
* Google Folder: [CS673 Team 3: NewsVerse WebApp](https://drive.google.com/drive/folders/1m1rH0GCxMmwUy_AxVhpGeRA7Xg4_zgy4)
* Jira Link: <https://bu-team3-swe673.atlassian.net/jira/software/projects/SCRUM/boards/1/backlog>
* Figma Link: <https://www.figma.com/design/EStFv0CsKg7HSsz05Vvkbn/News-Verse?node-id=2-4705&node-type=frame&t=R5pJdfTDQRUUayIW-0>
* Weekly Team Meeting: **Wednesday 6:00 - 7:45pm**
  + Zoom Link: <https://bostonu.zoom.us/j/92986961141?pwd=2PsIEJaSs4AAVc7mfAXL3VkEbRNj15.1&from=addon>

**Attendance:** Singh, Dewei, Stephen, Abby, Yuhang

**Date:** Sep 30, 2024

**Meeting: Weekly Work Review and Turn in Assignments Mtg**

**Agenda:**

* Review Dewei’s Lo-Fi
  + Feedback: we would like to reconsider the category layout
* Review Detailed Requirements Document
* Make sure all people in team have filled out Project Report
* Upload Detailed Requirements Report to GitHub
* Blocker: Slack is expiring
  + We should be fine on the free version

**Action Items:**

* ~~Turn in Progress Report~~
* ~~Turn in Detailed Requirements Report~~
* ~~Turn in Lab 2~~

**Attendance:** Singh, Dewei, Stephen, Abby, Yuhang

**Date:** Sep 28, 2024

**Meeting: OFFICIAL** SCRUM Mtg 2 in Person @ CDS

**Agenda:**

* Review FIGMA Designs
* Talk about Project Workflow
* Add to the Backlog
* Complete Pain Points and User Stories
* Review Current Sprint and check in with everyone

**Action Items:**

* ~~Assign Tasks and Team to pick up any additional tasks~~
* ~~Complete Progress Report~~
* ~~Complete Detailed Requirements Report~~
* ~~Lab 2 Completion~~

**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?
* Assign Tasks
* Review Any Assignments that are DUE next class
  + Project Status Report 2
    - [Project Status Report 2](https://docs.google.com/document/d/1LfhRuPoHTs9yBUF9ozBGOv3jP2SaGjATMUU2rgPEwQY/edit)
  + Software Requirements Specification (SRS)
    - [Detailed Requirements Document](https://docs.google.com/document/d/1_zoFTywCwc46Z00dvmWunCTs3zLZf_T7nOhKxnBzHKs/edit)
  + Lab 2
    - Everyone does their own lab!
* Workflow Breakdown
  + Make a website template, figure out how the APIs will interactive with one another, decide how we want to integrate all of the NewsAPIs together,
* Stephen showed us what he has been working on with the APIs
  + Will create a document with all of the schemas
* Action Items:
* [~~Abigail Gualda~~](mailto:agualda@bu.edu) ~~to fill in Milestones into Jira~~
* ~~Team to fill in Jira Backlog~~
* [~~daman059@bu.edu~~](mailto:daman059@bu.edu) ~~and~~ [~~Abigail Gualda~~](mailto:agualda@bu.edu) ~~to meet to talk about the first FIGMA draft~~
* Meet with team on Saturday to review figma documents and finish up the detailed report

**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~~](mailto:agualda@bu.edu) ~~to make a separate file for the SCMP~~
* [stephenyang0215@gmail.com](mailto:stephenyang0215@gmail.com) to upload the SCMP to the github
* [~~stephenyang0215@gmail.com~~](mailto:stephenyang0215@gmail.com) ~~to search all available API for News Sources~~ 
  + [stephenyang0215@gmail.com](mailto:stephenyang0215@gmail.com) run the code to see if it goes through
* [~~stephenyang0215@gmail.com~~](mailto:stephenyang0215@gmail.com) ~~spinning up the infrastructure, databases and EC2~~
* [dewei@bu.edu](mailto:dewei@bu.edu), [Abigail Gualda](mailto:agualda@bu.edu), [daman059@bu.edu](mailto:daman059@bu.edu) to do/help with Software Project Management Plan (SPMP) document
* Need to break down tasks / portions [Abigail Gualda](mailto:agualda@bu.edu)
  + PM tools
  + Organization: Team structure, tole, and responsibilities
* [~~dewei@bu.edu~~](mailto:dewei@bu.edu) ~~Risk Management Plan – risk, mitigation, and owners~~
* [stephenyang0215@gmail.com](mailto:stephenyang0215@gmail.com) and [daman059@bu.edu](mailto:daman059@bu.edu) to tackle the estimated cost of the project
  + Documentation and monitoring
* [daman059@bu.edu](mailto: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](mailto:daman059@bu.edu) to create options for the team of what should be added in our final product
* [daman059@bu.edu](mailto:daman059@bu.edu) to update the SPMP with the expected tech stack, cost and duration estimation

**Next Steps:**

* [~~Abigail Gualda~~](mailto:agualda@bu.edu) ~~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