New Customer Data Importation System
Project Status Report # 1
Sprint # 0

Period ending:	May 15, 2020

Team Name	**Number of Units completed**
Team Checkfront	3

Client:	Checkfront (Robert McMynn and Stefanie Warren)

At the end of this week:

Number of units remaining in backlog	7
Number of units in progress	2
Number of units in review	0
Number of units completed this week	3
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how these is being addressed:

Task	**How is this being addressed?**
Training for Checkfront's System	This is ongoing, we are scheduling another training session for next week.

Describe any tasks that could not be completed and the impact:

Task	**Impact**
Training for Checkfront's System	None. We planned for this task to take 2 weeks to complete.

Schedule of this week's meetings

	Week						
	Su	Mo	Tu	We	Th	Fr	Sa
Project Scoping		X					
Client Check-in						X	
Sprint Planning				X			
Scrum Meeting						X	
Instructor Check-in			X		X		

Meeting Summary
This week our team met with our project sponsor in order to gain more information about the project. We gained insight into Checkfront's system, so that we have a more in depth understanding of their requirements. We also set up a time for weekly meetings with the client. Outside of our client meeting, our team spent time creating the project charter and gaining insights into Checkfront's operations. This helped us to understand the problem we will be solving for them.

Agenda
Please view the attached agenda.

Project Charter Contribution
Our team divided the work of the Project Charter equally. Samreeta wrote the sections from the beginning of the charter to the requirements section. Natasha wrote the requirements section up to the project approach section. Roman completed the project approach section to the end of the document. The three of us collaborated to edit and revise the document.

New Customer Data Importation System
Project Status Report #2
Sprint #0

Period ending:	May 22, 2020

Team Name	Number of Units completed
Team Checkfront	7
Sam	
Natasha	
Roman	

All team members worked equally to complete these units.

Client:	Checkfront (Robert McMynn and Stefanie Warren)

At the end of this week:

Number of units remaining in backlog	139
Number of units in progress	0
Number of units in review	0
Number of units completed this week	7
Number of new units identified (additional scope)	139

Describe any tasks that could not be completed and how these is being addressed:

Task	How is this being addressed?
N/A	

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

	Week 2						
	Su	Mo	Tu	We	Th	Fr	Sa
Project Scoping						X	
Client Check-in						X	
Sprint Planning						X	
Scrum Meeting		X	X	X	X	X	
Instructor Check-in			X		X		

Agenda:
On Friday we'd also like to discuss the following to gain a better understanding of our project.

- Access to the source code for the current importation system.
- Import endpoint - advice on how to reverse engineer it.
- Is the Checkfront interface we've been given the test environment?
- Our current high-level idea for the project - are we going in the right direction?
- Slack Channel Update.
- E-portfolio privacy needs.

Minutes:

- The project sponsors will talk to Jason to see if we can get access to their source code.
- With the source code we will hopefully avoid having to reverse engineer the import endpoint.
- The interface is the test environment, but we can request more test accounts once we want to test our system with real data.
- It seems to the sponsors like we do have the right idea for the project, and are on the right track. We will start creating a small prototype in order to learn how to import, display, manipulate, and create/download csv files.
- Slack channel is still having technical difficulties, so the project sponsors will come up with an alternate open channel by Monday May 25th.
- The only thing we cannot show to the public in our e-portfolio is the source code or client names. However, we will show the sponsors our e-portfolio before hosting it publicly.

At the end of each sprint (even numbered weeks), include everything above and the following:

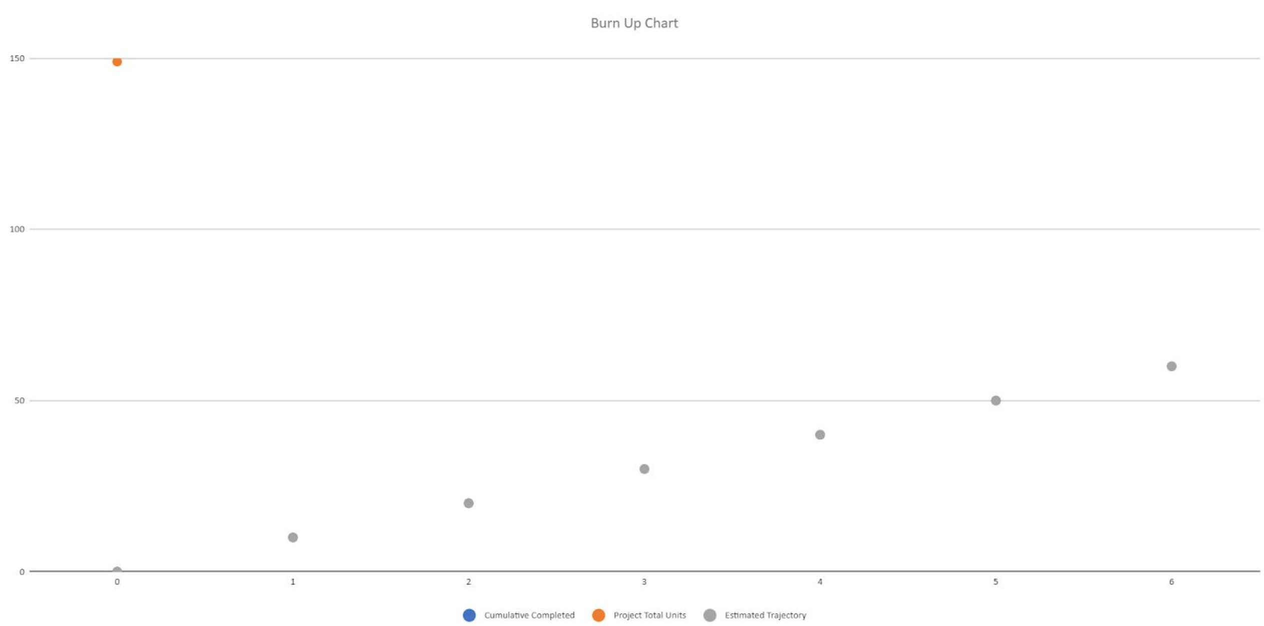
1. **Project end date as estimated at the end of last sprint (based on burn-up chart)**
   N/A
2. **Project end date as estimated at the end of this sprint (based on burn-up chart)**
   The project end-date based on the burn-up chart, shows that we will not complete the project during the summer semester. However we only completed 10 units of work this week. This is because we had a lot of scoping to complete. Moving forward, we expect to complete more units we sprint.
3. **Estimated unit completion target for this sprint**
   10
4. **Achieved unit completion target for this sprint.**
   10
5. **Provide context for any loss or gain in productivity.**
   Our productivity was low because we did not have a clear vision for our project scope. Most of our time was spent understanding Checkfron'ts system, and the problem they are facing.
6. **Estimated unit completion target for next sprint. If different, please explain the justification.**
   32. We think that we will be able to complete more tasks now that we have a better understanding of our scope.

7. Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.

Task	Estimate(Axes)	Status	Assigned Resource
Go through training for Checkfront's System.	2	Complete	All team members
Set up the e-portfolio tools.	2	Complete	All team members
Research/play around with Checkfront's importation Template.	3	Complete	All team members
Project Charter	3	Complete	All team members

8. Attach a picture of your completed burn up chart.

A	B	C	D	E	F
Sprint	Project Total Units	Estimated Units This Sprint	Completed This Sprint	Cumulative Completed	Estimated Trajectory
0	149	10	10	0	0
1				10	10
2				20	20
3				30	30
4				40	40
5				50	50
6				60	60



New Customer Data Importation System
Project Status Report # 3
Sprint # 1

Period ending:	May 29, 2020

Team Name	**Number of Units completed**
Team Checkfront	8
Samreeta	Exportation Component
Natasha	Importation Component
Roman	Manipulation Component

We each completed different parts of the CSV prototype which was 8 units in total.

Client:	Checkfront (Robert McMynn and Stefanie Warren)

At the end of this week:

Number of units remaining in backlog	107
Number of units in progress	18
Number of units in review	0
Number of units completed this week	8
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how these is being addressed:

Task	**How is this being addressed?**
Create a proposed plan for the solution.	We underestimated the task of creating a prototype. This took up most of our time this week. Therefore we will be putting in extra time over the weekend and into next week in order to complete this task before the end of the sprint.

Describe any tasks that could not be completed and the impact:

Task	**Impact**
Create a proposed plan for the solution.	None. However, if the task is not completed next week, it will have an impact on our overall project.

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

	Week 3						
	Su	Mo	Tu	We	Th	Fr	Sa
Project Scoping						X	
Client Check-in					X	X	
Sprint Planning						X	
Scrum Meeting		X	X	X	X	X	

Instructor Check-in			X		X		

Agenda:

- Source code walkthrough with Checkfront developers.
- Demonstration of our csv prototype program.

Minutes:

- We gained an understanding of some source code that was previously used to import data for one specific customer.
- We were surprised that Checkfront had a program that they previously used. This was new information, but very helpful.
- This gave us ideas on how to build our system, and how to use the import endpoint.
- We demonstrated our prototype to the sponsors, and they felt like we were on the right track. However, the most difficult part of the project (data manipulation) was not completed in the prototype, so we will have to come up with a plan on how to tackle this.
- This weekend we will test and explore the provided source code from Checkfront.
- Monday we will have a brainstorming session to plan the rest of the project.

New Customer Data Importation System
Project Status Report # 4
Sprint # 1

Period ending:	June 5, 2020

Team Name	Number of Units completed
Team Checkfront	21
Sam	
Natasha	
Roman	

All team members worked equally to complete these units. We anticipate more individual work during our next sprint.

Client:	Checkfront (Robert McMynn and Stefanie Warren)

At the end of this week:

Number of units remaining in backlog	184
Number of units in progress	0
Number of units in review	0
Number of units completed this week	21
Number of new units identified (additional scope)	74

Describe any tasks that could not be completed and how these is being addressed:

Task	How is this being addressed?
VM selection/set up for the e-portfolio	It is going back into the project backlog. We will add this to an upcoming sprint once we hear from Saryta about getting a virtual machine set up through Camosun.

Describe any tasks that could not be completed and the impact:

Task	Impact
VM selection/set up for the e-portfolio	This is not a big impact, as it does not affect any other tasks. Our team can continue to work on the e-portfolio.

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

	Week 4						
	Su	Mo	Tu	We	Th	Fr	Sa
Project Scoping		X					
Client Check-in						X	
Sprint Planning		X				X	
Scrum Meeting		X	X	X	X	X	
Instructor Check-in			X		X		

Agenda:

<u>Monday's brainstorming session:</u>

- We want to spend a big block of time (however long it takes) to brainstorm a complete solution for Checkfront.
- We want to also use this as an opportunity to scope out more of the project, create more tasks, and estimate them.

<u>Friday's client meeting:</u>

- We want to pitch our proposed system to the project sponsors and receive their feedback.
- After the meeting (if they like our plan) we will do a sprint planning session to start the next sprint.
- Ask the following questions:
    - Authorization token without POSTS - login
    - GET requests to retrieve headers for client accounts - which endpoints
    - repository preferences from sponsors (private GitHub okay?)
    - Who to give access to our GitHub
    - Hosting - can they run it on their local servers?
    - Security: do they want identification to be a requirement for employees to use tool?

Minutes:

<u>Monday's brainstorming session:</u>

- We came up with an actualized plan for our system. we decided which tools we would use, we added all of the tasks to the project backlog, and we estimated all of the tasks.
- As we cannot meet with the sponsors until Friday, we will use the rest of the week to get ahead with English and the e-portfolio. That way next week we can put all of our energy towards the project.

<u>Friday's client meeting:</u>

- Client's were happy with our proposed system. They wanted to know how unused columns will be handled. We decided that the user will be notified of which columns are unused, and then upon confirmation they will be ignored.
- We discussed a stretch goal for clients who include add-on items as separate columns rather than rows. This would entail transforming the add-on items into new rows under the same booking code.
- Answers to questions:
    - We can authorize via a GET to the ping endpoint
    - We will play around with the dev console - but looking like booking/form
    - We will use a private GitHub repository -- no need to use theirs
    - Give Jason, Rob, and Stef access to the repository. Harrison may also want access (we will ask via slack)
    - They can run the app locally so we don't have to host it (as its only used internally)
    - They don't want a log for which employee -- in order to get the authorization credentials employees would have to have logged in already to their system.

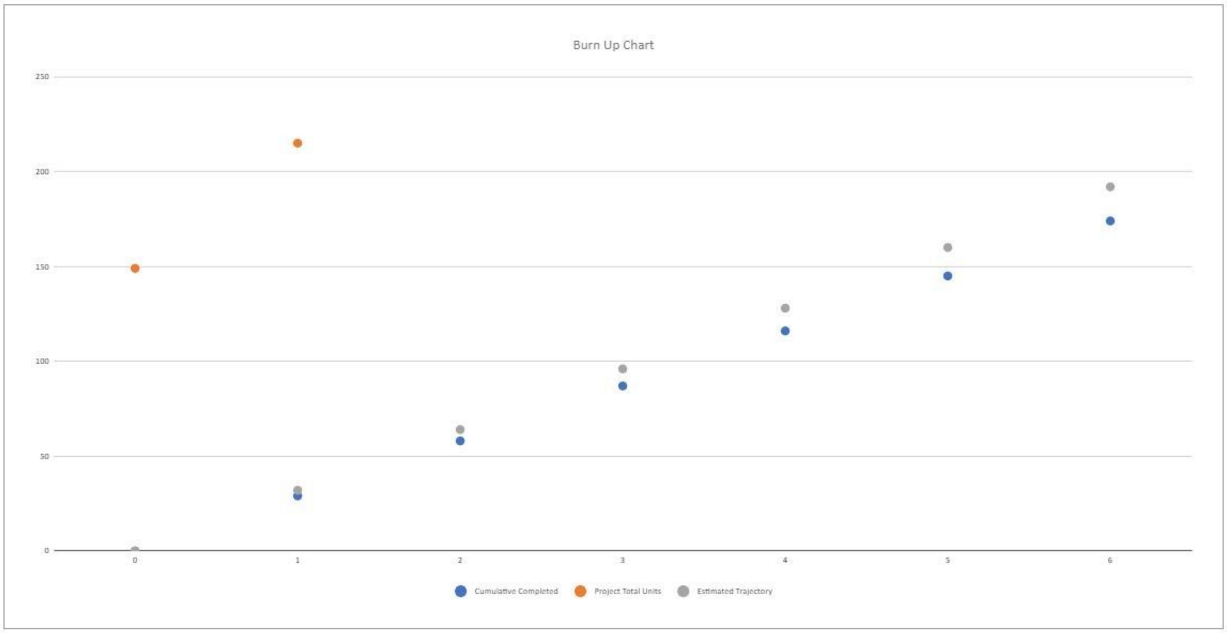
At the end of each sprint (even numbered weeks), include everything above and the following:

1. **Project end date as estimated at the end of last sprint (based on burn-up chart)**
   At the end of our last sprint we expected to complete the project much later than the end of the Summer semester. We would not finish the project at the rate we were going.
2. **Project end date as estimated at the end of this sprint (based on burn-up chart)**
   At the end of this sprint, it is projected that we still will not complete the project on time. However, we are feeling much more confident in the tasks we have added to our backlog. We have also spent our time getting ahead in other course work to ensure we maximize our project productivity for the next sprint.
3. **Estimated unit completion target for this sprint.**
   32 axes.
4. **Achieved unit completion target for this sprint.**
   29 axes.
5. **Provide context for any loss or gain in productivity.**
   We gained productivity from the last sprint as we had many more tasks in or backlog. However, we did not reach our goal of 32 axes, as we are waiting for information on VMs from Camosun. This will not impact the project.
6. **Estimated unit completion target for next sprint. If different, please explain justification.**
   41 axes. This is much more than our last sprint. This is because we will have more free time to focus on our tasks this sprint. we will also be working more individually which will also increase the team's overall productivity.
7. **Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.**

Task	**Estimate (Axes)**	**Status**	**Assigned Resource**
Brainstorm Possible Solutions	5	Complete	All team members
Create a proposed plan for Checkfront's System	13	Complete	All team members
Prototype of System	8	Complete	All team members
Propose the solution to sponsors and get feedback	3	Complete	All team members
VM selection/set up for the e-portfolio	3	<u>Incomplete</u>	Unassigned

8. Attach a picture of your completed burn up chart.

Sprint	Project Total Units	Estimated Units This Sprint	Completed This Sprint	Cumulative Completed	Estimated Trajectory
0	149	10	10	0	0
1	215	32	29	29	32
2				58	64
3				87	96
4				116	128
5				145	160
6				174	192



New Customer Data Importation System
Project Status Report # 5
Sprint # 2

Period ending:	June 12, 2020

Team Name	Number of Units completed
Team Checkfront	
Sam	11
Natasha	6
Roman	5

Client:	Checkfront (Robert McMynn and Stefanie Warren)

At the end of this week:

Number of units remaining in backlog	163
Number of units in progress	11
Number of units in review	0
Number of units completed this week	22
Number of new units identified (additional scope)	20

Describe any tasks that could not be completed and how these is being addressed:

Task	How is this being addressed?
N/A	

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

	Week 5						
	Su	Mo	Tu	We	Th	Fr	Sa
Project Scoping							
Client Check-in						X	
Sprint Planning							
Scrum Meeting		X	X	X	X	X	
Instructor Check-in			X		X		

Agenda:

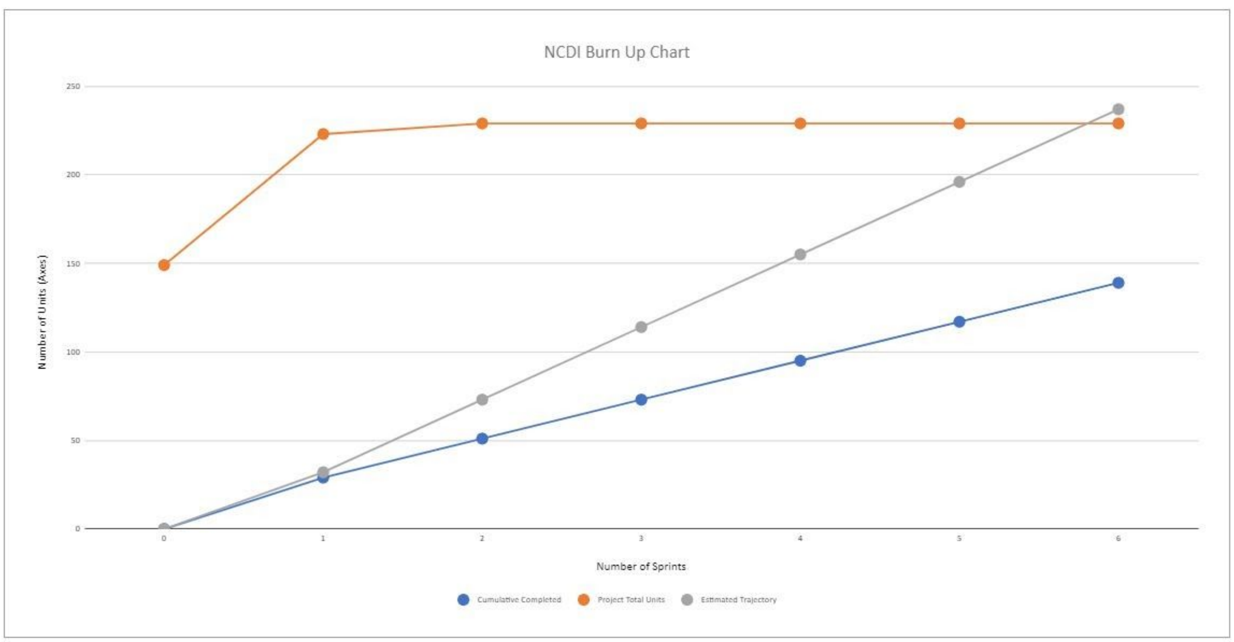
<u>Friday's client meeting:</u>

- We want to show the sponsors the UI mockups that were completed
- Ask the following questions:
    - Unused headers – do we want to verify them (show on a separate page)? Or as they are selected from the dropdowns – they get removed from the list. Or drag and drop you'll see the leftovers right away.
    - Cancel/clear button – take you back a step vs cancel the whole process and log you out.
    - If success -> Continue import --- new account or import into the same account (do you import twice?)
    - If errors – import again for the same account?
    - Location of "next/cancel" buttons- - we have them on top, but would lower be more consistent/easier to use for you

Minutes:

<u>Friday's client meeting:</u>

- Clients were happy with the UI mockups.
- They helped us redesign the item mapping page to better meet their needs. We will change it so that we read through the CSV file to retrieve all unique item names and we'll use a dropdown with the Checkfront item name and ID to map them.
- Answers to questions:
    - They don't need a record of the unused headers.
    - We will include a cancel button (without logging them out), or a clear button to empty fields.
    - On success or on error we'll have two buttons (one to import with the same account and one to import for a new account → back to the login page)
    - The clients are happy with any location for the buttons.



New Customer Data Importation System
Project Status Report # 6
Sprint # 2

Period ending:	June 19, 2020

Team Name: Team Checkfront	Number of Units completed
Sam	15
Natasha	3
Roman	6

Client:	Checkfront (Robert McMynn and Stefanie Warren)

At the end of this week:

Number of units remaining in backlog	136
Number of units in progress	13
Number of units in review	0
Number of units completed this week	24
Number of new units identified (additional scope)	-28

Describe any tasks that could not be completed and how these is being addressed:

N/A

Describe any tasks that could not be completed and the impact:

N/A

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

	Week 6						
	Su	Mo	Tu	We	Th	Fr	Sa
Project Scoping		X	X				
Client Check-in			X			X	
Sprint Planning		X				X	
Scrum Meeting		X	X	X	X	X	
Instructor Check-in			X		X		

Agenda:

Tuesday:

- Discuss node back end -- show Jason the test server we created
- Ask the following questions:
    - how to create multiple endpoints
    - how to access the data in the node server to be able to make requests to checkfront's api with?

Friday:

- Show the client's what we have working so far (login/authorization/server/GUI for some pages) and get feedback.
- Ensure they are clear on the fact that we are going to try data transformation -- but that it is a stretch goal for us.
- Ask the following questions:
    - Ask them about bit-bucket: we got invited to a repository -- should we continue using our private repo but then upload once we have completed the project? or would they like us to migrate our code from gitHub to bitbucket?
    - ask about possible deployment with firebase -- if we don't do it they have to run both programs. If we do deploy it we need a domain from checkfront to use. this doesn't need an immediate response. If eventually they want it, the client facing it might be better if it's deployed too?

Minutes:

Tuesday:

- Jason showed us a simple node server to get us started
- Jason explained how node is used, and why we need the server as a middle-man.
- answers to questions:
    - we will have to use express -- it will be much easier to handle our http requests and will allow us to solve both of the issues we were having (with endpoints and accessing data)

Friday:

- Client was with the demo -- seems like we're on the right track. They anticipate we'll need more help once we start data validation and transformation.
- They are happy to accommodate more impromptu meetings one we get into the difficult part of the project (mapping and transformation)
- Answers to questions:
    - That is a question we should redirect to Jason. The sponsors are happy for us to use either platform, but developers might be able to help us more with bitbucket (as they have access to the repo).
    - We are not going to deal with deployment, the sponsors will handle that internally once the project is complete.

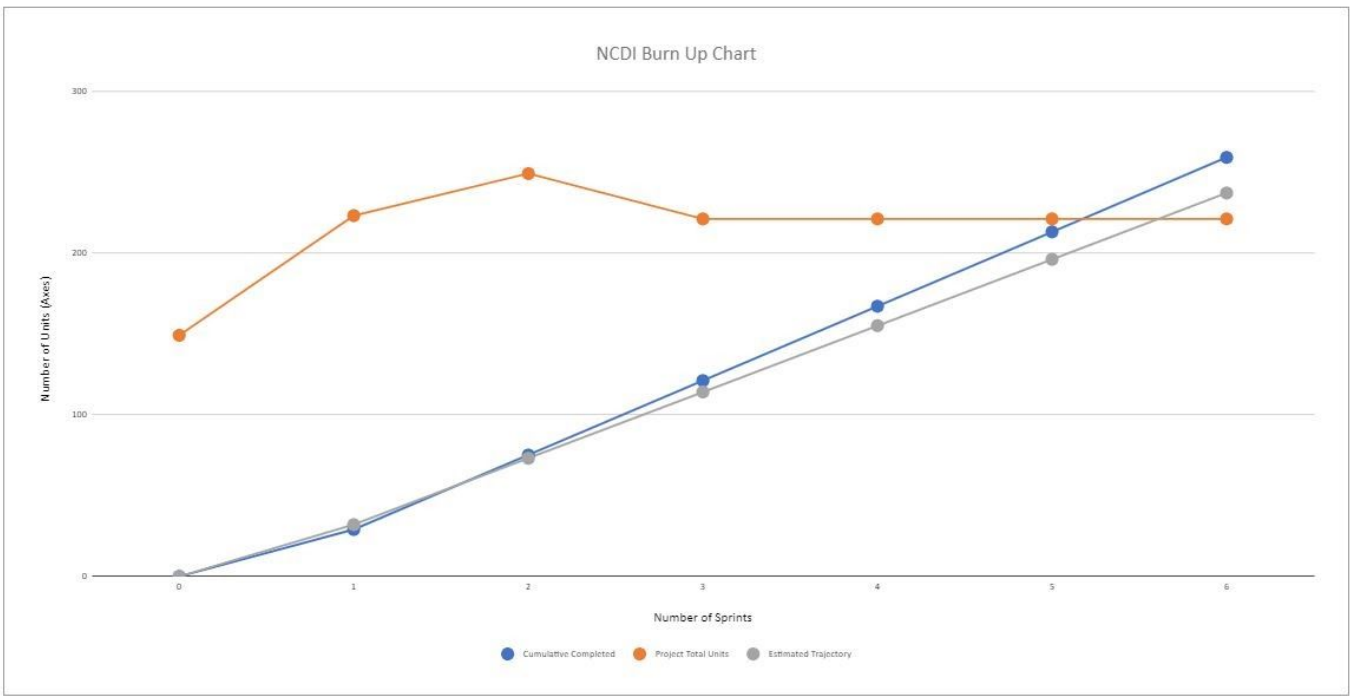
At the end of each sprint (even numbered weeks), include everything above and the following:

1. **Project end date as estimated at the end of last sprint (based on burn-up chart)**
   At the end of our last spring the date for completion was still very much past the end of our school semester. It did not look like we would complete the project on time.
2. **Project end date as estimated at the end of this sprint (based on burn-up chart)**
   As of now, it seems like we will be completing our project during our 5th sprint (July 17th-31st).
3. **Estimated unit completion target for this sprint.**
   41 axes.
4. **Achieved unit completion target for this sprint.**
   46 axes.
5. **Provide context for any loss or gain in productivity.**
   We gained productivity from last week. We are working much more independently which has allowed us to get more work done. We have also found a good workflow. During our last sprint we felt behind (and our burn-up chart showed we would not complete the project on time), so we worked extra hard to complete as many units as possible to make up for lost time. We also realized a need for a server which was imperative to the progress of the project. we completed it quickly to ensure the rest of the project would not be delayed.
6. **Estimated unit completion target for next sprint. If different, please explain justification.**
   We plan on completing 42 axes. We believe that we worked very hard during this sprint, but we don't want to burn ourselves out by overstretching our resources. At 42 units we will still be on a path to success.
7. **Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.**

Task	**Estimate (Axes)**	**Status**	**Assigned Resource**
Build GUI for the status/error page	3	Complete	Roman
Build GUI for the import page	3	Complete	Natasha
UI Mockup: Item mapping	1	Complete	Natasha
UI Mockup: header mapping (drop downs)	1	Complete	Natasha
UI Mockup: login page	1	Complete	Natasha
UI Mockup: import page	1	Complete	Natasha
UI Mockup: header mapping (text field)	1	Complete	Natasha
UI Mockup: status/error page	1	Complete	Natasha
Design the eportfolio (mockups)	5	Complete	Roman
Test endpoints to pull items and headers	3	Complete	Roman
Build login page	8	Complete	Samreeta

Test endpoints for authentication	3	Complete	Samreeta
Set up environment	3	Complete	Samreeta
Build eportfolio template and security	8	Complete	Samreeta
Build GUI for header mapping page	3	**In progress**	Roman
Build node.js server	5	Complete	Samreeta
Build functionality for ImportCSV page	5	**In progress**	Natasha
Build functionality for result/status page	5	**In progress**	Roman

8. Attach a picture of your completed burn up chart



New Customer Data Importation System
Project Status Report # 7
Sprint # 3

Period ending:	June 26, 2020

Team Name	Number of Units completed
Team Checkfront	
Sam	3
Natasha	0
Roman	0

Client:	Checkfront (Robert McMynn and Stefanie Warren)

At the end of this week:

Number of units remaining in backlog	99
Number of units in progress	32
Number of units in review	0
Number of units completed this week	3
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how these are being addressed:

Task	How is this being addressed?
N/A	

Describe any tasks that could not be completed and the impact:

Task	Impact
N/A	

We didn't complete a lot this week, however, we are not behind schedule. We focused on English this week, and expect to still complete all of the tasks in this sprint.

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

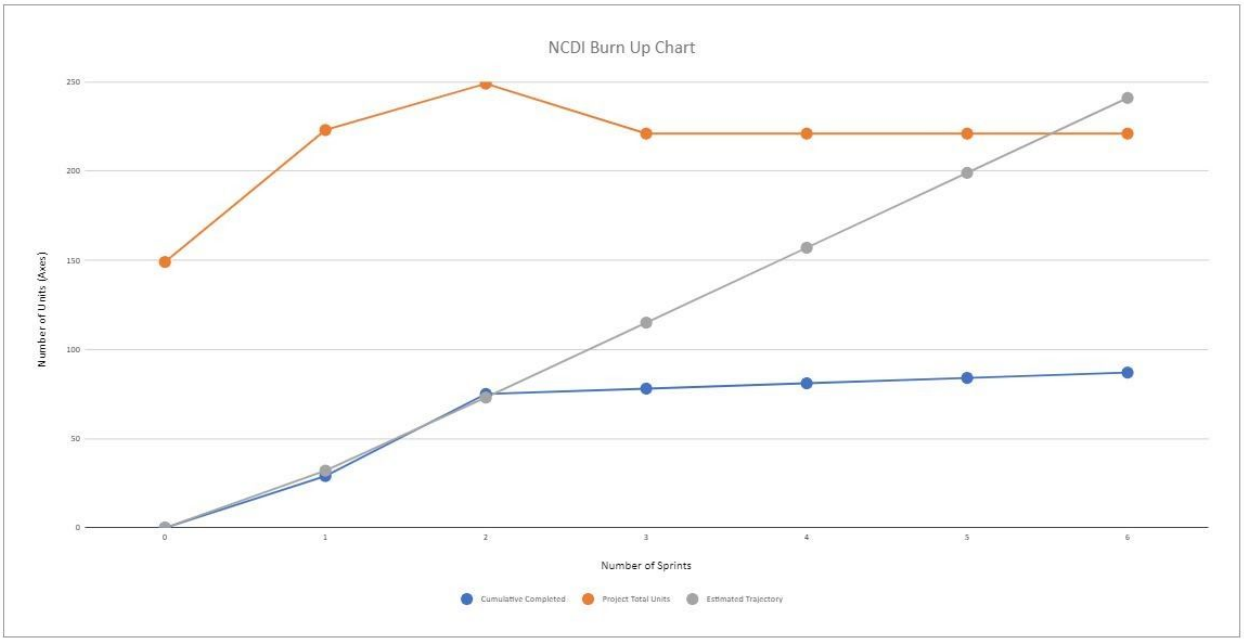
	Week 7						
	Su	Mo	Tu	We	Th	Fr	Sa
Project Scoping							
Client Check-in							
Sprint Planning							
Scrum Meeting		X	X	X	X	X	
Instructor Check-in			X		X		

Agenda & Minutes & Additional Notes:

- We did not have a client meeting this week.

- We did talk to Jason at Checkfront regarding Winston. Winston is a logger we will be using in our application. We asked Jason for some advice on how we should be using the tool, as some of the documentation was confusing. He gave us some useful advice, and suggested we use the Querying and/or Streaming functionalities.
- We focused most of our energy on our English presentation and e-portfolio this week. That is why our productivity seems low.
- We expect that next week we will complete all of the tasks in our sprint, and we think that we will still be on track to completing the project on time.

Burnup Chart



New Customer Data Importation System
Project Status Report # 8
Sprint # 3

Period ending:	July 3, 2020

Team Name: Team Checkfront	Number of Units completed
Sam	10
Natasha	8
Roman	13

Client:	Checkfront (Robert McMynn and Stefanie Warren)

At the end of this week:

Number of units remaining in backlog	99
Number of units in progress	29
Number of units in review	0
Number of units completed this week	31
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how these is being addressed:

Task	How is this being addressed?
Complete e-portfolio footer	Natasha has almost completed this task, so we will add it to our next sprint.

Describe any tasks that could not be completed and the impact:

Task	Impact
Complete e-portfolio footer	low

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

	Week 8						
	Su	Mo	Tu	We	Th	Fr	Sa
Project Scoping							
Client Check-in							

Sprint Planning						X	
Scrum Meeting		X	X	X	X	X	
Instructor Check-in			X		X		

Agenda & Minutes & Notes:

- We did not have any client meetings this week. The next scheduled meeting we have with the sponsors is on July 17th. However they did say that we can contact them and set up a meeting sooner if we need to.
- We had a project walkthrough with our team. Each team member explained their code, and showed the others how their components work. This allowed us to understand the parts of the project we had not seen yet.
- Friday we did sprint planning for the next sprint. Before today we thought we had until August 14th to complete our project. However, we recently learned that our work must be completed before August 3rd. That means we have one less sprint than we expected to finish our work. We now have to work extra hard to complete 50 units per sprint. We re-assessed our workload and created a plan to reach our target.

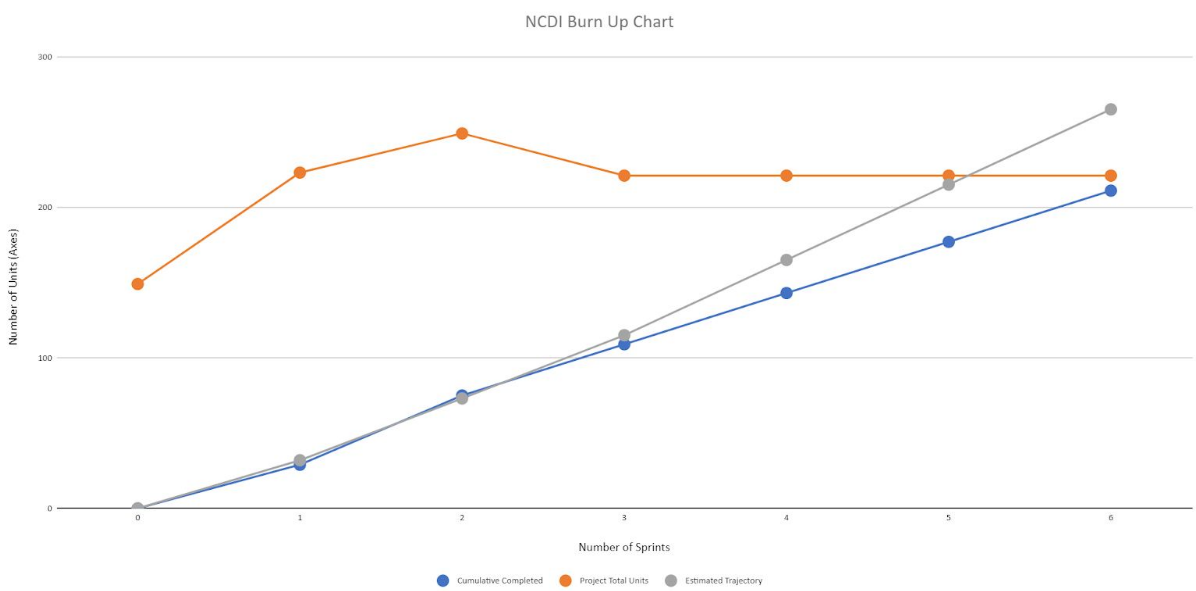
At the end of each sprint (even numbered weeks), include everything above and the following:

1. **Project end date as estimated at the end of last sprint (based on burn-up chart)**
   At the end of our last sprint it seemed like we would be completing our project during our 5th sprint (July 17th-31st).
2. **Project end date as estimated at the end of this sprint (based on burn-up chart)**
   As of now, it seems like we will be completing the project at the end of our 5th sprint (July 31st). This gives us very little wiggle room.
3. **Estimated unit completion target for this sprint.**
   42 axes.
4. **Achieved unit completion target for this sprint.**
   37 axes. (I miscounted and thought we had 42 units in our sprint, but we only had 37 -- all of our sprint tasks were actually completed).
5. **Provide context for any loss or gain in productivity.**
   We lost productivity from our last sprint. We mistakenly thought we had 42 units in our sprint, when we actually only had 37. We also had busy personal lives during this sprint.
6. **Estimated unit completion target for next sprint. If different, please explain justification.**
   We plan on completing 50 axes in this next sprint. In order to complete the project in time we need to finish 50 units every sprint. It seems like a lot, but we will have to work hard for this next sprint to finish on time.
7. **Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.**

Task	**Estimate (Axes)**	**Status**	**Assigned Resource**
VM selection/set up for e-portfolio	3	Complete	Roman
Build wait/loading page for import	2	Complete	Samreeta
Build GUI for header mapping page	3	Complete	Roman

populate secure documents for e-portfolio	2	Complete	Roman
Complete the about us section of the eportfolio	2	Complete	Samreeta
Complete project write up - eportfolio	1	Complete	Samreeta
Build functionality for status/error page	5	Complete	Roman
Build gui for item mapping page	8	Complete	Samreeta
Build functionality for import page	5	Complete	Natasha
Complete eportfolio footer	3	**In Progress**	Natasha
Complete eportfolio header	3	Complete	Natasha

8. Attach a picture of your completed burn up chart



New Customer Data Importation System
Project Status Report # 9
Sprint # 4

Period ending:	July 10, 2020

Team Name	**Number of Units completed**
Team Checkfront	
Sam	22
Natasha	3
Roman	0 (see notes below - incomplete task)

Client:	Checkfront (Robert McMynn and Stefanie Warren)

At the end of this week:

Number of units remaining in backlog	52
Number of units in progress	14
Number of units in review	0
Number of units completed this week	25
Number of new units identified (additional scope)	0

Describe any tasks that could not be completed and how these are being addressed:

Task	**How is this being addressed?**
Mapping functionality for the Header Mapping	We are in the middle of our sprint, so still expect to complete the task on time. However it ideally would have been completed this week. See our Minutes and Additional Notes for the challenges we experienced with this task.

Describe any tasks that could not be completed and the impact:

Task	**Impact**
Mapping functionality for the Header Mapping	**High** - If this task is not completed next week, it will be a huge blocker, and the project will likely not finish on time

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

	Week 9						
	Su	Mo	Tu	We	Th	Fr	Sa
Project Scoping							
Client Check-in						X	
Sprint Planning		X					
Scrum Meeting		X	X	X	X	X	
Instructor Check-in			X		X		

Agenda & Minutes & Additional Notes:

Team Meeting:

- We completed some sprint planning on Monday, as a team member was not at our meeting last week. We finished assigning tasks and realized that we would all need to put in extra effort to reach our goals.
- We decided that we should all be focusing on functionality before we do any styling for the project.

Challenges with Header Mapping:

- When we did the item mapping for this program, we retrieved all of the Checkfront data from a single endpoint. We assumed that we would also be able to get all of the header data from another endpoint.
- However, we realized that Checkfront's booking/form endpoint only contains the certain headers (customer info and custom headers created specifically for the client).
- The /import endpoint has no documentation, and only accepts post requests. So we cannot see what information we need to supply.
- Fortunately, Jason's previous solution does POST to the /import endpoint. Therefore we will use his solution to hardcode the missing headers. This is not ideal (there may be other optional parameters we would want), but it's the only feasible way to continue.
- Another issue is that each item has different possible parameters (eg Youth, Child, Senior) that need to be mapped as headers. There is not an ideal endpoint to grab that data from. However Rob reached out to Jason, and they both suggested looking at the /stock endpoint. That endpoint seems to have enough information for the parameters, so we are going to try using that in our solution.

Friday Client Meeting:

- We talked to the project sponsors briefly about a scenario in which a client has items with the same name but different client item_ids. So essentially in their old system they had two different items that had the same name, and would need to be mapped to different items in checkfront's system. We found that the sponsors had never experienced a scenario like that in the past, however it is a possibility. Therefore we have incorporated this scenario into our solution, so that it can handle different items of the same name.
- We discussed where the /booking/form data comes from. We as our account was generic we thought it was missing much more data. However, Rob walked through the booking/form and showed us where it comes from. So now we can create custom headers to test our application. As the /import endpoint can't take GET requests he suggested we just hardcode any missing headers.
- We discussed parameters as headers. As each item may have different parameters, a user could make errors. However, it is not in the scope of the project to check for these situations. We will have to trust that the user will choose the correct parameter to match with their CSV parameters. We weren't sure where the parameter headers would come from, Rob wasn't sure either and said that he would reach out to Jason for help.

- Rob mentioned that Checkfront's system takes one parameter for Name (first + last name), however many clients separate those fields. Once our headers are mapped we will have to check how many fields are mapped to Name. If there are multiple we will have to concatenate them and insert them into a singular field.

Burnup Chart

Note: We are in the middle of our Sprint (we have completed 25/50 units). Once this sprint ends the burnup chart should look better.