



1

# SynApps

Tips for Communication & Information Exchange in Agile Development

# Scrum: An Agile Framework

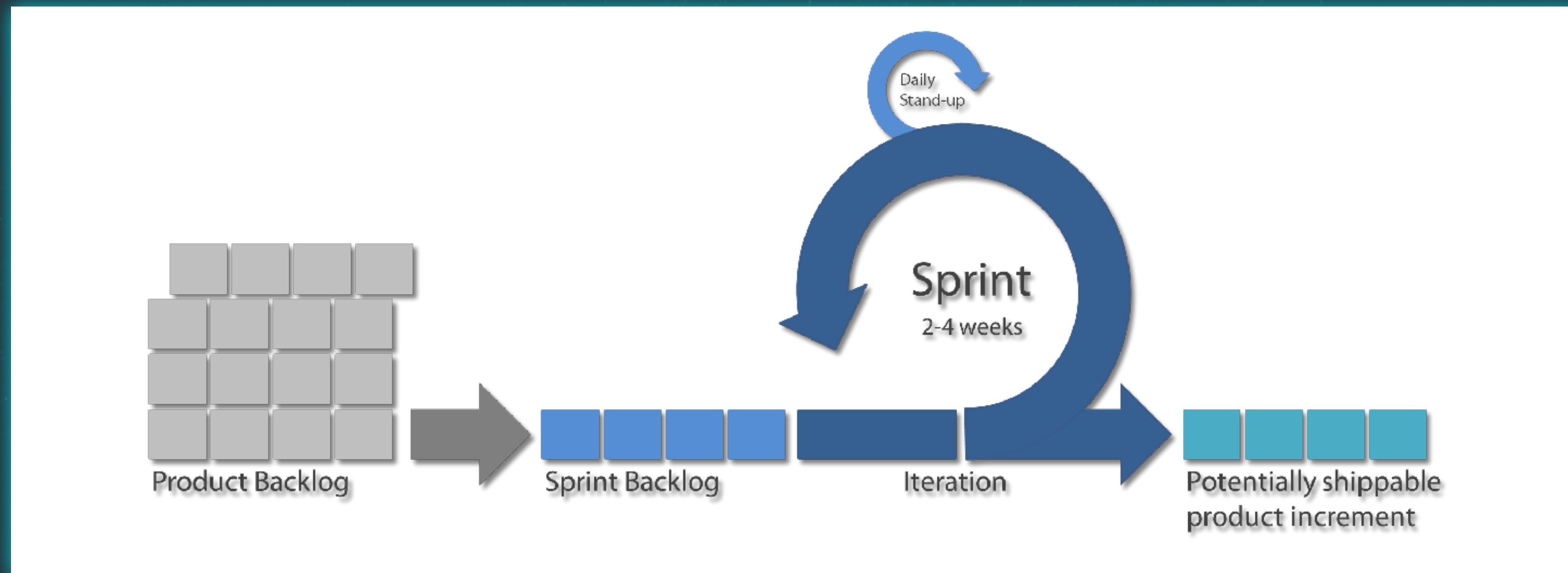
---

We will be taking part in **Scrum**, an agile framework for completing complex, innovative projects.

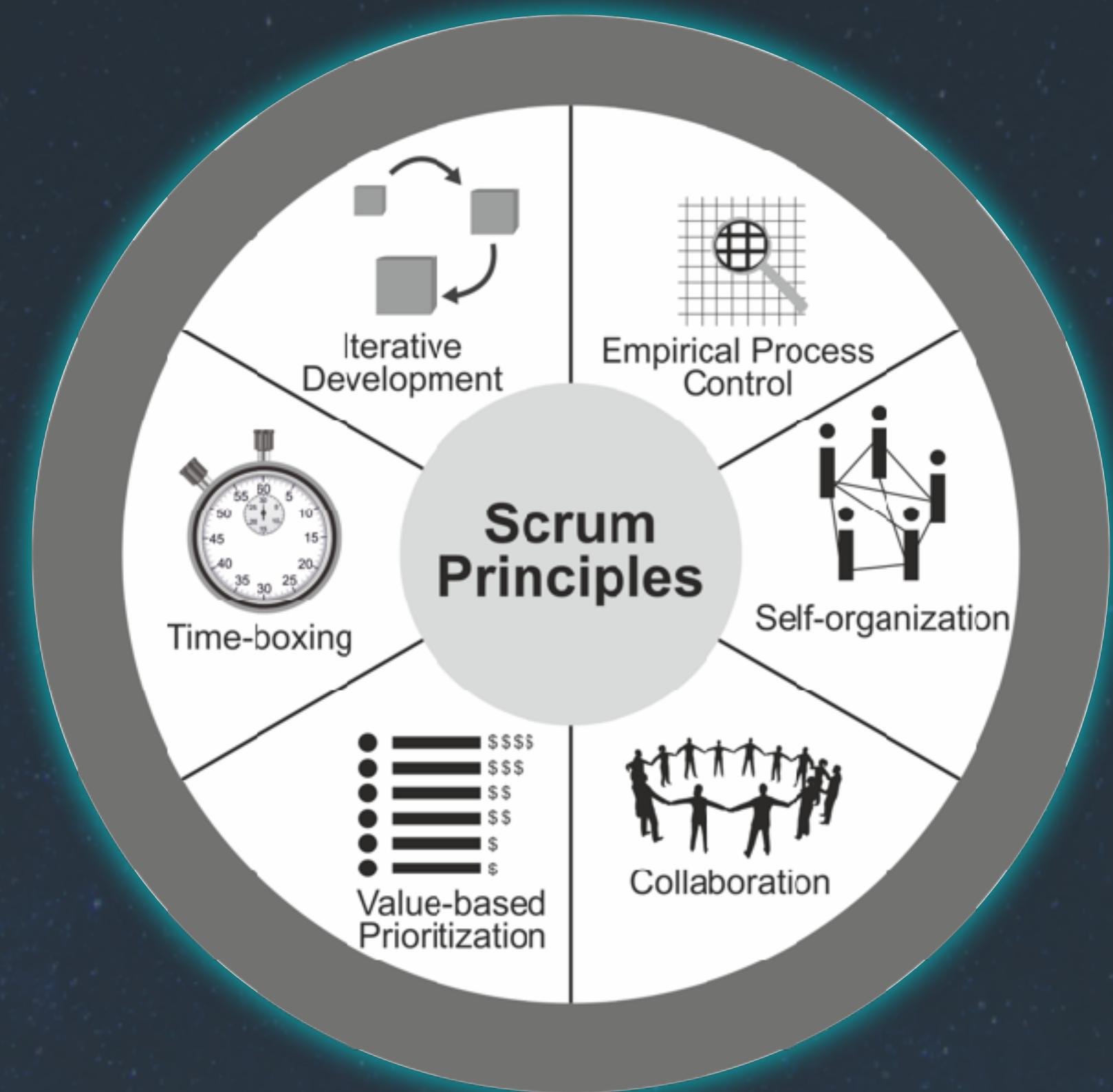
Scrum framework in a nutshell:

- A product owner creates a prioritized wish list called a product **backlog**
- During sprint planning, the team pulls a **small portion** of that wish list and decides how to implement that portion
- The team has a certain amount of time — a **sprint** (usually two to four weeks) — to complete the portion, but meets along the way to assess progress (**daily Scrum**)
- Along the way, the **Scrum Master** keeps the team focused on its goal (facilitator)
- At the end of the sprint, the work should be potentially **shippable**: ready to show to a stakeholder
- Sprints end with a **sprint review** and retrospective
- As the next sprint begins, the team chooses the next portion of the product backlog and another **iteration** of the cycle occurs

# Scrum: An Agile Framework



# Scrum Principles



# Slack - Main Communication Channel

**Slack** has been our main communication platform for implementing Scrum.

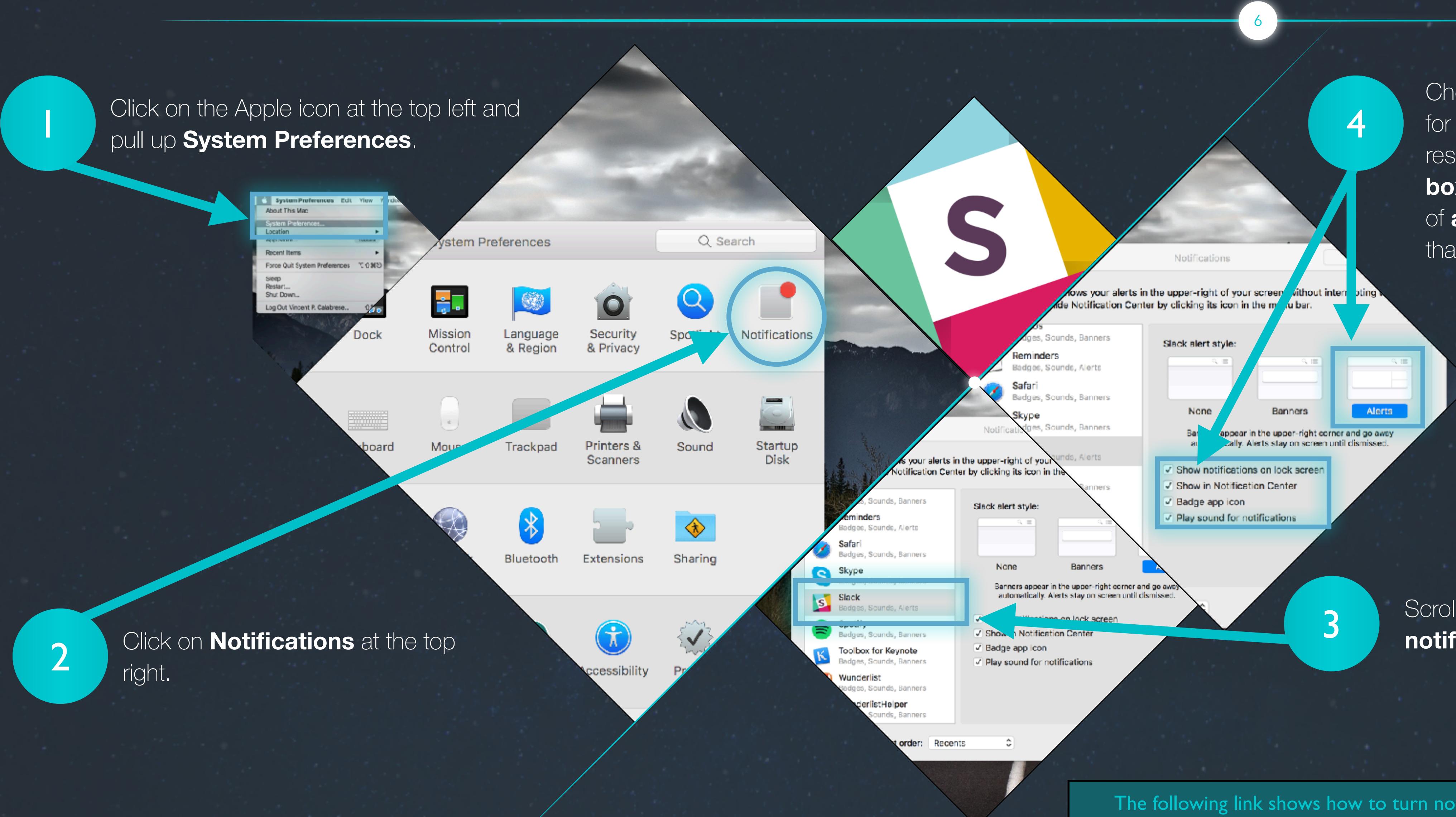
Having it on both **computer and cellular phone** can help us stay connected better than having it on only one device.

**Turning notifications on** for all devices can help us avoid latency when communicating and stay on track.

We have been using **Google Slides** for presentations and **Google Docs** for other word-processing tasks. These platforms allow us to work together in real-time.



# Slack - Turning on Notifications (Mac)



The following link shows how to turn notifications on in **Windows**: <https://support.microsoft.com/en-us/instantanswers/e70a3776-7a55-45c7-80d2-561880563748/change-notification-settings-in-action-center>

# Slack - Threads

Our **main thread** within Slack has been labeled as **#team4\_Synapse**. This is good to use for general discussion about our showcase project.

Everyone is encouraged to use this thread for things like:

- General questions about the project
- Status reports/troubleshooting issues
- Availability updates
- Suggestions/ideas
- Etc.



# Slack - Threads

**Side threads** are useful for topics that deserve a separate discussion. They can help us keep our communication organized and benefit our workflow/focus.

For example, we started a thread called **#sprint\_1** where we can discuss that portion of the project specifically. When we chat in this channel, it can help us focus solely on Sprint 1 without any unorganized distractions.

Everyone is encouraged to create side threads and initiate open discussions where need be.

Some **examples** where additional threads may come in handy:

- Specific project tasks (i.e., Team Charter, group discussions, presentations, logo design, etc.)
- Major issues that may take extensive discussion
- Brainstorming about a topic
- Etc.

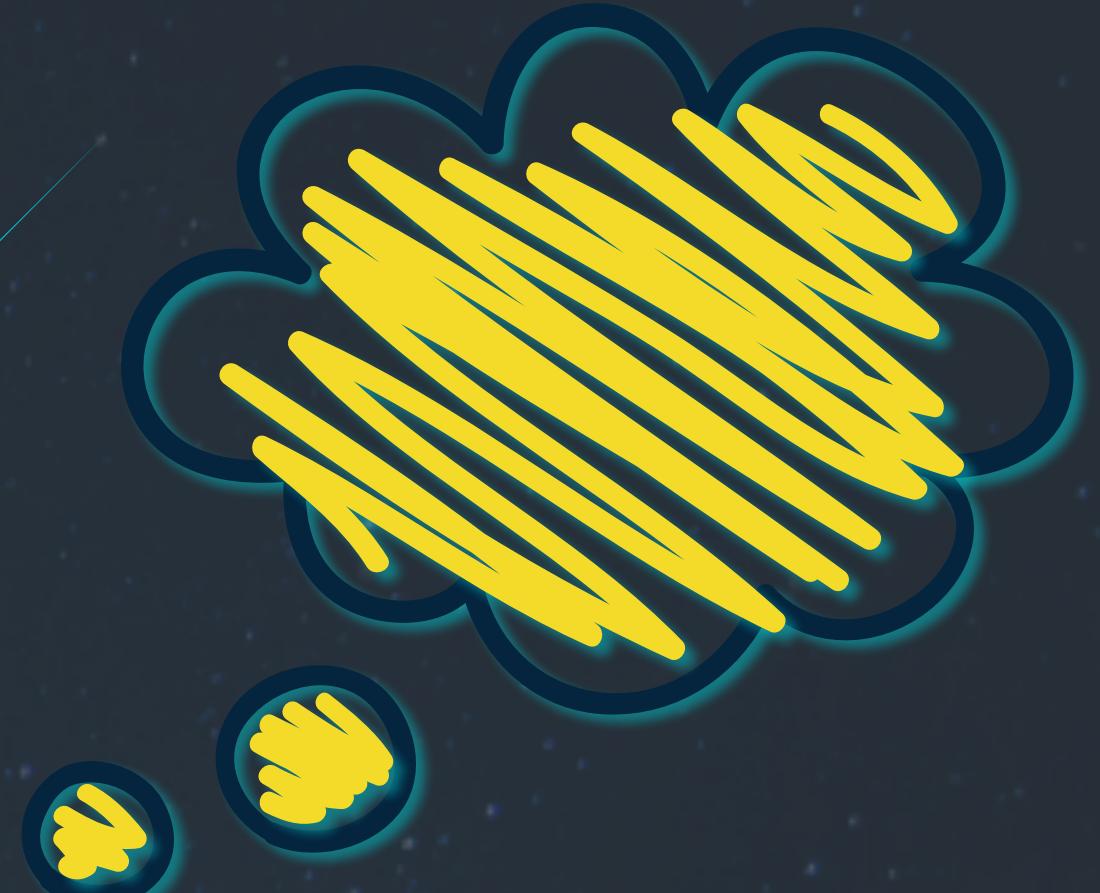
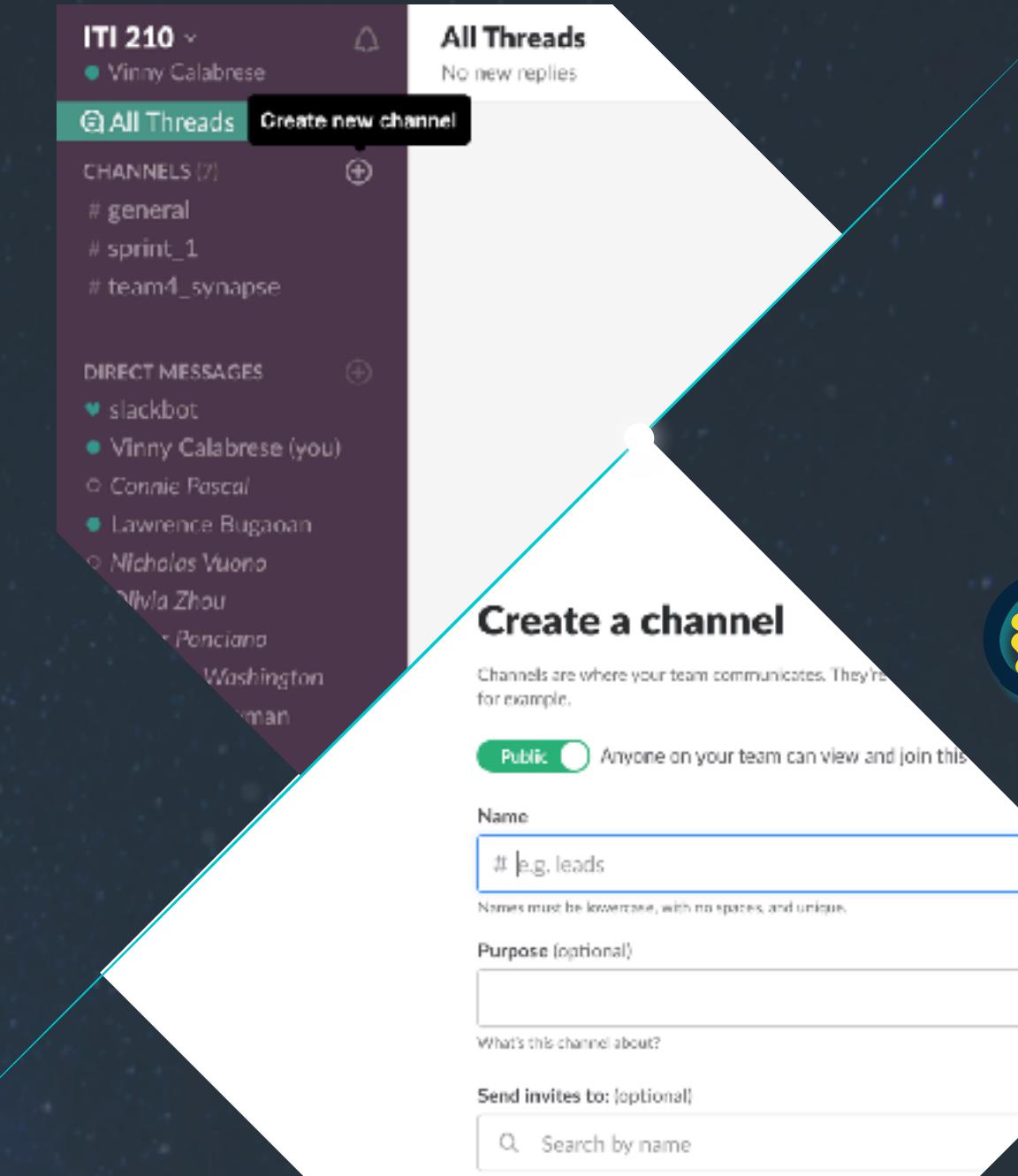


# Slack - Threads

9

Creating a thread is easy:

1. Click on the plus sign at the left of the **Channels** tab in the navigation bar .
2. Make the channel **public** so everyone can access it freely.
3. Enter a **meaningful** thread name.
4. Include a brief **description** of the purpose of the channel.
5. Click **Create Channel** and initiate a discussion.



# Good Practices and Procedures

If everyone is on the same page with beneficial practices and procedures, our information can flow better.

Good practices/procedures to keep in mind:

- Keep **notifications** turned on so we can better operate as a team
- Use other **productivity applications** to help mark important dates and set reminders
- Be **respectful** and encourage participation
- Put to practice your best technical skills and **strengths**
- Create separate **threads** in Slack when a new topic/task arises and use each thread accordingly
- Import useful files and make sure to **pin** them to the respective channel for easy access (pinned items can always be found at the right under the **Pinned Items** tab)
- **Share** any files appropriately on Google Drives/Slides so we can all access them without delay
- Refer to the **ITI210 Sakai site** for important information regarding the project and assignments
- **Reach out** to the scrum master and/or professor if any major issues or questions arise (texting may be fastest)



# Availability

It can also help for us to stay aware of each other's **availability**.

Working freely online has turned out great so far. We have agreed that the best days for collaboration are **Thursdays (9am-12pm)** and **Saturdays** (if necessary), so **checking in** during those times can help us stay on track together.

Also, please **contact me** via email or text at *any time* because I am always here to help. I will check in with everyone to facilitate progress and performance, and attempt to resolve any conflicts that may arise.



Name	Email	Cell Phone
<b>Vincent Calabrese (Scrum Master)</b>	<a href="mailto:vincentpcalabrese@gmail.com">vincentpcalabrese@gmail.com</a>	(732) 687-6896
<b>Farhad Soomro</b>	<a href="mailto:farhad.soomro@rutgers.edu">farhad.soomro@rutgers.edu</a>	
<b>Nicholas Vuono</b>	<a href="mailto:nicholas.vuono@rutgers.edu">nicholas.vuono@rutgers.edu</a>	(732) 232-8046
<b>Sam Demirjian</b>	<a href="mailto:sam.demirjian@rutgers.edu">sam.demirjian@rutgers.edu</a>	
<b>Randall Newman</b>	<a href="mailto:rnewman@waksman.rutgers.edu">rnewman@waksman.rutgers.edu</a>	(908) 216-6038
<b>Tawfiq Thahiru</b>	<a href="mailto:tawfiq.thahiru@rutgers.edu">tawfiq.thahiru@rutgers.edu</a>	

# Contacts

Any questions, concerns, or  
suggestions? Please let me know!

1. <https://media.licdn.com/mpr/mpr/AAEAAQAAAAAAAAdQAAA AJDRkMzhjNDZjLTRkNmQtNDAxYy04NjM1LWE1OTFINDQ5MmMzNw.png>
2. [https://upload.wikimedia.org/wikipedia/commons/thumb/9/9a/Scrum\\_Principles.png/1200px-Scrum\\_Principles.png](https://upload.wikimedia.org/wikipedia/commons/thumb/9/9a/Scrum_Principles.png/1200px-Scrum_Principles.png)
3. <https://www.scrumalliance.org/why-scrum>
4. [http://icon-icons.com/icons2/478/PNG/512/slack\\_47017.png](http://icon-icons.com/icons2/478/PNG/512/slack_47017.png)

## Sources