Our project is a tool for scrum retrospective sessions. How to use:

- 1. Go to <a href="https://retrospective-tool.herokuapp.com">https://retrospective-tool.com/</a> OR <a href="https://www.retrospective-tool.com/">https://www.retrospective-tool.herokuapp.com</a> OR <a href="https://www.retrospective-tool.com/">https://www.retrospective-tool.com/</a>
- 2. Creating a room (a) & logging in (b)
  - a. Create a new room
    - i. Press menu button on top-left corner of the page
    - ii. Press button "New room"
    - iii. Enter in room name (required) and room password (optional)
  - b. Login to a room
    - i. Enter room name and password (if the room has one) into the login form (Test room: name: "test-room", no password)
    - ii. Enter in a username
    - iii. **NOTES:** On wide screens, you'll see the page divided into 2 sections:
      - 1. Retrospective comments & 2. Pointing poker

On mobile there is a blue swap button to switch between these views

- 3. Restrospective
  - a. Post a new comment
    - i. Click on the red button that has a plus sign in it
    - ii. Type in your comment
    - iii. Choose whether you want to post it as anonymous or not (if not, it will use the username you entered when you logged in)
    - iv. Choose the type of the comment (default, start, continue, stop)
    - v. Press button "Create"
    - vi. **NOTES:** When you create a new comment, it will instantly be added to anyone else that is logged in into the room
  - b. Star a comment
    - i. Click the star of a comment
    - ii. **NOTES:** When you star a comment, it will instantly be starred to anyone else that is logged in into the room
  - c. Delete a comment
    - i. Click the button "delete" to delete a specific comment
    - ii. **NOTES:** A new comment can't be deleted until it's at least 4 hours old. A comment that is starred can't be deleted. When you delete a comment, it will instantly be removed from anyone else that is logged in into the room.
  - d. Filter comments
    - i. You can use the different options above the retrospective comments to filter the comments
    - ii. **NOTES:** Filtering comments will only affect **your** view it doesn't affect what others can see
- 4. Pointing poker (To test this, you can open another incognito browser next to the current one)
  - a. When you login, you will automatically join the pointing poker game. You will also be automatically synced into the current game state if any.
  - b. When you type into the title input, it will update it to all players
  - c. You can vote for the current issue using the buttons below the player list

- d. When the playing card moves to the right of the page, it will indicate that the player has voted
- e. When you press "Show votes" button it will turn all cards around and calculate the average result
- f. When you press "Clear votes" button it return all cards to players
- 5. To logout from a room, you can open the menu from top-left and press the "Exit" button. If you prefer not logging out, you will be automatically in the room when you open the page next time.