



<i>Date</i>	<i>Version</i>	<i>Description</i>	<i>Author</i>
26-Oct-2019	1.0	Sprint Report # 0	Carlo Casiglia

# CYCLING ADVOCACY

*for the Cyclists' Union*

## Sprint # 0

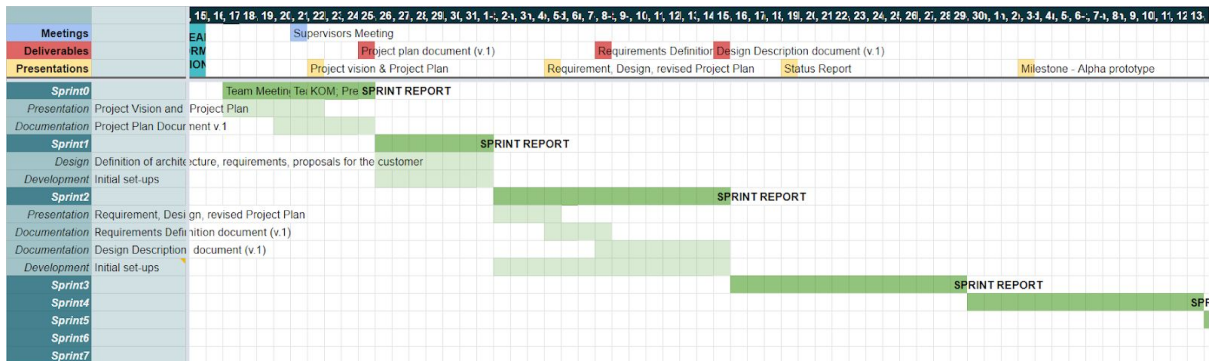
### *Sprint Report*

#### **Sections**

0. Gantt Diagram	2
1. <b>Team and Hours of Works</b>	2
2. <b>Meetings</b>	2
3. <b>Sprint Overview</b>	3
3.1 Deliverables	3
3.2 Detailed Task Report	3
4. <b>Sprint Retrospective</b>	4
4.1 What we did good	4
4.2 What we did bad	4
4.3 What we can improve	4
5. <b>Next Sprint Planning</b>	4
5.1 Deliverables	4
5.2 Tasks	5

Cycling Advocacy	Version: 1.0
Weekly Report	Date: 26-Oct-2019

# Sprint # 0



*Gantt diagram of the project at this moment*

## 1. Team and Hours of Work

<b>Team Member</b>	<b>Role</b>	<b>Location</b>	<b>Hours</b>
<b>Sandra Kuzmić</b>	<i>Product Owner</i>	<i>FER</i>	6
<b>Carlo Casiglia</b>	<i>Scrum Master</i>	<i>POLIMI</i>	7
<b>Saloni Kyal</b>	<i>PoliMI Team Leader</i>	<i>POLIMI</i>	8
<b>Dominik Kotarski</b>	<i>Developer</i>	<i>FER</i>	3
<b>Elena Bakuleva</b>	<i>Developer</i>	<i>POLIMI</i>	5
<b>Izabella Szydelko</b>	<i>Developer</i>	<i>FER</i>	5
<b>Federico Ferri</b>	<i>Developer</i>	<i>POLIMI</i>	4.5
<b>Boris Vezmar</b>	<i>Developer</i>	<i>FER</i>	6

## 2. Meetings

1. Team meeting on *October 17<sup>th</sup>*
2. First meeting with supervisors on *October 21<sup>st</sup>*
3. Team meeting on *October 21<sup>st</sup>*
4. Kickoff meeting with the customer on *October 22<sup>nd</sup>*
5. Sprint final meeting on *October 24<sup>th</sup>*

Cycling Advocacy	Version: 1.0
Weekly Report	Date: 26-Oct-2019

### 3. Sprint Overview

#### 3.1 Deliverables

##### Items selected for the sprints:

1. Project Vision presentation, held on October 22<sup>nd</sup>. Three speakers were selected (Izabella Szydelko, Carlo Casiglia and Elena Bakuleva).
2. Project Plan documentation, delivered on October the 25<sup>th</sup>.

##### Plus:

1. Set up the tools we are using for Scrum (on our Google Drive repository).
2. Defined our internal roles.
3. Met our customer for a kickoff meeting.
4. Had a brain storming about the architecture.

#### 3.2 Detailed Task Report

<b>Task</b>	<b>Type</b>	<b>Owner</b>	<b>Status</b>	<b>Hours</b>
First mail to customer	<i>Communication</i>	<i>Sandra</i>	<i>Finished</i>	<i>0</i>
Kick Off Meeting	<i>Meeting</i>	<i>Collective</i>	<i>Finished</i>	<i>1</i>
Definition of Architecture	<i>Design</i>	<i>Collective</i>	<i>Next Sprint</i>	<i>0</i>
List of question for customers	<i>Communication</i>	<i>Collective</i>	<i>Finished</i>	<i>1</i>
1st Presentation, 1st part	<i>Presentation</i>	<i>Izabella</i>	<i>Finished</i>	<i>3</i>
1st Presentation, 2nd part	<i>Presentation</i>	<i>Carlo</i>	<i>Finished</i>	<i>3</i>
1st Presentation, 3rd part	<i>Presentation</i>	<i>Lena</i>	<i>Finished</i>	<i>3</i>
Documentation Set Up	<i>Documentation</i>	<i>Saloni</i>	<i>Finished</i>	<i>2</i>
Documentation Introduction	<i>Documentation</i>	<i>Boris</i>	<i>Finished</i>	<i>2</i>
Documentation Background and Objectives	<i>Documentation</i>	<i>Sandra</i>	<i>Finished</i>	<i>2</i>
Documentation Impact	<i>Documentation</i>	<i>Sandra</i>	<i>Finished</i>	<i>2</i>
Documentation Group	<i>Documentation</i>	<i>Boris</i>	<i>Finished</i>	<i>2</i>
Documentation Development Process	<i>Documentation</i>	<i>Carlo</i>	<i>Finished</i>	<i>1</i>
Documentation Organization and Communication	<i>Documentation</i>	<i>Saloni</i>	<i>Finished</i>	<i>2</i>
Documentation Initial Time Plan	<i>Documentation</i>	<i>Saloni</i>	<i>Finished</i>	<i>2</i>
Documentation Quality Assurance	<i>Documentation</i>	<i>Dominik</i>	<i>Finished</i>	<i>1</i>
Documentation Project Risks	<i>Documentation</i>	<i>Boris</i>	<i>Finished</i>	<i>2</i>
Documentation Post-editing	<i>Documentation</i>	<i>Federico</i>	<i>In Progress</i>	<i>2</i>
Set Up Project Gantt	<i>Scrumming</i>	<i>Carlo</i>	<i>In Progress</i>	<i>1</i>
Git Set-up	<i>Development</i>	<i>Federico</i>	<i>Next Sprint</i>	<i>0.5</i>

Cycling Advocacy	Version: 1.0
Weekly Report	Date: 26-Oct-2019

## **4. Sprint Retrospective**

### ***What we did good***

1. We succeeded in the objective (delivering the products by the deadlines and holding the presentation).
2. We applied a good task organization that actually allowed to precisely assign single, small tasks to everybody and monitor their changes, although we had very few occasions to talk.
3. We had a very effective communication and we succeeded in going through all of our meetings' agenda, despite of the very little time, the hardship of videoconferences, the language and the number of people.

### ***What we did bad***

1. We neglected deciding on concrete issues like branching strategy, internal roles and development tools.
2. We've neglected talking about the project itself.

...although we did a lot of these things during the final meeting, which was part of the sprint.

### ***What can we improve?***

1. We can define in advance and with more precision all the tasks, including who is going to compile MoM and reports, what decisions we must make, et cetera
2. We can get hands on the project as soon as possible. This will not only allow us to do some useful work, but will also help us to talk among each other's and to see in practice which difficulties we still have to manage in distributed development.

## **5. Next Sprint Planning**

### **5.1 Deliverables**

This is going to be just a one-week, brainstorming sprint which we are going to use for setting up some tools and to talk about the project. Real deliverables are going to be in the third sprint.

Anyway we are going to do some concrete activities like setting up Git, filling up the backlog, make some design and write down some actual project proposals for our customer.

Cycling Advocacy	Version: 1.0
Weekly Report	Date: 26-Oct-2019

## 5.2 Tasks

<b>Task</b>	<b>Type</b>	<b>Owner</b>
Data structure Design	<i>Design</i>	<i>Federico</i>
Architecture Design	<i>Design</i>	<i>UNASSIGNED</i>
Backend Technology Stack Design	<i>Design</i>	<i>Carlo</i>
Web Technology Stack Design	<i>Design</i>	<i>Sandra</i>
App Technology Stack Design	<i>Design</i>	<i>Sandra</i>
Write and Deliver Proposals to Tom + Optional part agreement	<i>Documentation</i>	<i>Boris</i>
Jenkins Setup	<i>Development</i>	<i>Dominik</i>
Updated Project Document	<i>Documentation</i>	<i>Lena</i>
Design Document	<i>Documentation</i>	<i>Izabella</i>
Requirement Document	<i>Documentation</i>	<i>Boris</i>
Presentation	<i>Presentation</i>	<i>Federico</i>
Prepare Minutes of Meetings for next sprint planning	<i>Scrumming</i>	<i>Saloni</i>
Weekly Report	<i>Scrumming</i>	<i>Carlo</i>
Sprint Report	<i>Scrumming</i>	<i>Carlo</i>
Fill up the Backlog	<i>Scrumming</i>	<i>Sandra</i>
Forming Internal Teams	<i>Communication</i>	<i>UNASSIGNED</i>
Git Setup	<i>Development</i>	<i>Sandra</i>
Think of app name	<i>Design</i>	<i>Collective</i>

*End of document*