Students

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Student Team Expectations

What to expect

- The client is your customer and you are providing a service to them.
- The client decides the features, functionally and behavior of the software.

Expected of you

- Satisfy the client. They are your customer.
- Schedule meetings with client with sufficient notice. Be accommodating.
- At least 2 team members attend every client meeting.
- Use Confluence (Wiki) to collaborate with client. Document requirements, project timeline with milestones, meeting minutes, user documentation, training material.
- Manage client expectations of project deliverables.
- Be organized and prepared when meeting with the client.
- The better organized you are and your ability to convey project ambiguity the more productive you will be.
- Hold the client accountable for their deliverables

Team Roles & Responsibilities

ScrumMaster (Project Manager & Team Lead)

- Maintain project milestones and timeline
- Manage JIRA (Tasks, Agile Board & Sprints)
- Primary contact for team and insures team has necessary tools/access.
- Communicate project deliverables to instructors
- Removing any impediments to progress

Business Analyst

- Primary client contact, coordinates client meetings, manages requirements, represents/understands client needs.
- Manage Confluence (organize, publish client info, document mtg minutes)

Quality Assurance (Test) Lead

- Determines what testing is necessary to insure adequate quality.
Technical Lead

- Provides technical direction in terms of solution platform (iOS, Android, Web), database, languages, toolkits, design patterns.

Agile Process Guidelines

JIRA Agile Overview & Usage

Refer to the Agile Scrum information.

- Overview Video
- Introductory Guide

Managing Sprints

Starting/Completing Sprints

Only one Sprint can be active (started) on an Agile board at a time.

All of the tasks in the Sprint need estimates and need to be assigned to a team member before the Sprint is "Started" in the Agile board. Since each Sprint is two weeks (Wednesday to Wednesday) please "complete" the previous Sprint and "Start" the next Sprint in class based on the course schedule.

Managing Tasks

1. Tasks should not exceed 4 hours in duration. This helps with the following.
   a. This level of granularity gives your team a better understanding of the work that is involved.
   b. Each team member should quantify the number of hours they can commit to the Sprint. Assign tasks accordingly.
   c. Prevents a team member from being over loaded.
   d. Easier to assign/reassign smaller tasks versus large tasks.
   e. Your team is better able to complete what was planned in that Sprint.
   f. Ability to get more accurate status of how the Sprint is progressing.
   g. You're better able to make adjustments to the Sprints based on Client feedback. This helps provide good customer service.
   h. Ability to publish more accurate schedules to the Client and better manage expectations with them.

Confluence Guidelines

Confluence provides the ability to notify "watchers" when a page is updated. Choose Watch > Manage Watchers from top right of the page.

Please make sure your team and client is a watcher for your project page and any additional pages you would like them to "watch". Click on the "People" menu in the upper left to find their username to add as watcher.

Every time the page is updated the changes are emailed to all watches of the page.

Communication

Project Related - Issues, Questions, Guidance, Deliverables, Expectations
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