Reading Assignment. For this week, read the following.

- Power of Process, S. McConnell
- The Scrum Field Guide Appendix: Scrum Framework
- Agile Methods Ch. 5: The New Way to Collect and Document Requirements
- Scrum Field Guide Ch. 12: Decomposing Stories and Tasks

Individual Assignment. Each week you will be asked to do some form of reflective writing (similar to journaling) related to topics in the course. Each reflective writing assignment will ask you to consider your experiences, beliefs, and/or thoughts regarding one or more specific topics (posed as questions). Your writing must be *concise but thoughtful*. In particular, your written answers should fit within a single written page (concise), while still demonstrating that you have put serious consideration and reflection into the questions (thoughtful). Your writing will be evaluated on the following criteria as appropriate for the assignment.

| Complete | all questions are fully answered |
| Concise  | writing is short, to the point, and free of “fluff” |
| Quality  | writing is clear, logical, and organized |
| Connected| writing shows understanding of topics and connections to own experiences |
| Personal | writing shows evidence of meaningful self reflection and analysis |

This week, please answer the following questions.

1. Briefly discuss techniques you currently use or have used to manage your own time. How well have your approaches worked for you? What ways do you feel you could improve upon your time management skills?

2. Now that you have been working with your team for three weeks. Briefly discuss and reflect on your participation in the team. What do you feel is working well for you? What do you feel you need to improve upon?

3. Developing software often requires various forms of idea-generation and “brainstorming” activities (e.g., developing multiple possible solutions and selecting the best alternative). Briefly describe how you feel about brainstorming type activities. Are there techniques that you have used to help make it work well? Do you feel like you fully participate in brainstorming sessions? Is it something you enjoy? How can you improve at it?
Submit your answers by creating a new page (after the previous page) in your Google Doc. Include a header on your second page as in the previous assignments.

**Team Assignment.** The following should be completed within your senior design team. Please turn in a single printed document with answers to the following question in class on the due date.

1. Determine how you plan to capture your product backlog (e.g., as a spreadsheet, in a shared Google doc, using Trello, or using some other technology). Write down your plan. Note that the product backlog will change over the course of the project and you will need to be continually updating the backlog. The tool you choose for the backlog doesn’t have to be the same tool you are using for tasks.

2. Create and turn in a revised version of the related work section of your project plan (Section 1.6). Be sure to focus on high-level differences and explain why the differences are important. You should have at least one main system/approach to compare to, plus an additional 2–3 that you compare against (but that might not be as close to the main competitor). The overarching goal is for your team to demonstrate that you have surveyed what is currently available and that you understand how what you are building is related to the current landscape. You should have a better understanding of what you are developing at this point in the project, which should help you improve and focus your related work section.

3. Create an initial draft of your product functions (e.g., as user stories) for your backlog. You should plan to meet with your sponsor, advocate, and/or focus group to discuss the functions/stories you develop, and then refine it based on your discussion. Although preliminary, you still need to develop a backlog that is as complete as possible. To develop your list of functions/stories you must do the following.

   (a) Each person in your team must come up with an initial set of functions/stories.

   (b) Then, as a team meet together to refine and extend the functions/stories identified by each team member. Think of each individuals functions/stories as a starting point that you will then need to expand on as a team.

   (c) Develop an initial prioritization of the functions/stories.

   (d) Get feedback on your list of functions/stories from your sponsor, advocate, and/or focus group.

Turn in each team members initial functions/stories and the final, prioritized set your team came up with. Provide a paragraph describing the challenges and issues you ran into developing the backlog, the feedback you received, and what additional work your team believes still remains on the backlog.