

SSE: Agile Project Management with Trello – M.Cimino

1. The Board

The screenshot displays a Trello board titled "Stigmergic Memory" with a URL of trello.com/b/XFoOB2Ej/stigmergic-memory. The board is organized into four main columns: RESOURCES, BACKLOG, TODO, and DOING.

- RESOURCES:** Contains six template cards for "REQUIREMENTS", "DESIGN", "IMPLEMENTATION", "TESTING", and "MANAGEMENT".
- BACKLOG:** Contains three cards:
 - "Configuration Class Diagram #2" with a "BLOCKED" status, due Jul 24, and 1 comment.
 - "Testing Dataset" with a "MAJOR REVISION" status, due Jul 22, and 2 comments.
 - "Software documentation" with a "MINOR REVISION" status, due Jul 27, and 3 comments.
- TODO:** Contains one card: "TO-BE Class Diagram #3" with an "APPROVED" status, due Jul 24, and 1 comment.
- DOING:** Contains one card: "TestNetwork Implementatio" with an "APPROVED" status, due Jul 24.

Each card includes a due date, comment count, and user avatars. The board interface includes navigation icons, a search bar, and an "Invite" button.

The image shows a Trello board interface with two columns: 'QUALITY CHECK' and 'DONE'. The board contains several cards representing tasks, many of which are marked as 'APPROVED'. A 'Menu' panel is open on the right side of the board.

QUALITY CHECK Column:

- TestNetwork Testing (Jul 27)
- Dataset Implementation #2 (Jul 24)
- Dataset Class Diagram #3 (Jul 24)
- APPROVED AddDataset sequence diagram (Jul 13)
- APPROVED FillAndNormalizeDataset Sequence Diagram (Jul 13)
- APPROVED SplitTrainingAndTestingSets Sequence Diagram (Jul 13)
- APPROVED TrainAndTest Sequence Diagram (Jul 13)

DONE Column:

- FillAndNormalizeDataset Implementation (Jul 24)
- SplitTrainingAndTestingSet Implementation (Jul 24)
- APPROVED CompareMisclassifiedInputs Use Case Details (Jul 11)
- APPROVED TrainAndTest Use Case Details (Jul 11)
- APPROVED SplitTrainingAndTestingSets Use Case Details (Jul 11)
- APPROVED FillAndNormalizeDataset Use Case Details (Jul 11)

Menu Panel:

- About This Board (Add a description to your board)
- Change Background
- Search Cards
- Stickers
- More
- Butler (Automate cards and more...)
- Power-Ups (Calendar, Google Drive and more...)
- 1 Add Power-Up...
- Activity
 - Mario Giovanni Cosimo Antonio Cimino moved [Software documentation](#) from QUALITY CHECK to BACKLOG (3 minutes ago)
 - Mario Giovanni Cosimo Antonio Cimino archived list BLOCKED (4 minutes ago)

- I. The **board** is a place where to organize tasks. It is made by six lists, representing the tasks workflow;
- II. **Resources:** it contains all tasks that are recurring; templates to copy for creating new cards;
- III. **Backlog:** new tasks are put in the backlog and prioritized by team members, waiting for the approval of the **(product) owner**, representing the user needs;
- IV. **To Do:** a **sprint** is a predetermined **timeframe** (e.g. 1 week) within which the team completes a set of tasks from the backlog; when members plan a sprint, they pull approved tasks from the backlog to this list;
- V. **Doing:** when a task has been started, it gets moved here;
- VI. **Quality Check:** as a task is completed, it gets moved here; at the end of the sprint, the **owner** and the **teams** review this list to make sure tasks are right;
- VII. **Done:** the **owner** moves here the successful quality checks. No more edits or reviews necessary to the related documentation;
- VIII. Task priority increases from the bottom up;

2. The task



- I. In the backlog, the task is created with a cover type (requirements, design, implementation, test, management), a name, a description of 1-2 lines, a set of members, and a due date.

✕
Cover

Testing Dataset

in list [BACKLOG](#)

MEMBERS **LABELS**

  + MAJOR REVISION +


DUE DATE


Jul 22 at 11:27 AM OVERDUE ▾


Description


Add a more detailed description...

Activity Hide Details


 Write a comment...

 **Mario Giovanni Cosimo Antonio Cimino** moved this card from QUALITY CHECK to BACKLOG
an hour ago


 **Daniela** moved this card from DOING to QUALITY CHECK
Jul 27 at 10:43 AM


 **Daniela** joined this card
Jul 26 at 11:59 PM


SUGGESTED ⚙️


 Join


ADD TO CARD

 Members

 Labels

 Checklist


 Due Date

 Attachment

POWER-UPS


+ Add Power-Ups

ACTIONS

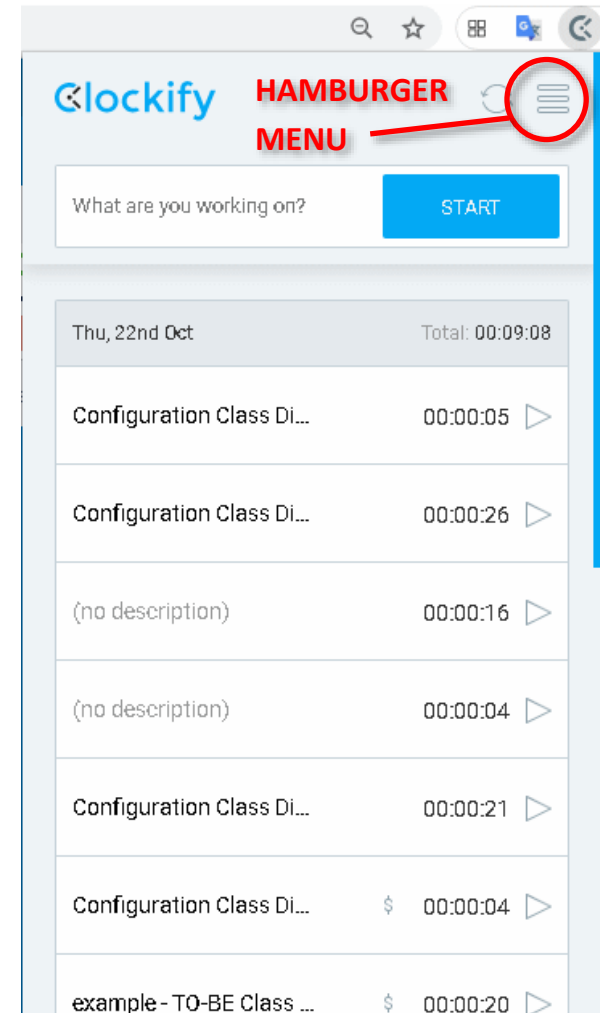
 Start timer

Add time (eg. 15m)

→ Move

 Copy

- II. The owner adds a label (“approved”, “minor revision”, “major revision”) with a comment; in case of task approved, the member can move it to the ToDo list; otherwise the member corrects the task definition and adds the label “blocked” waiting for the decision of the owner;
- III. the label “blocked” is placed every time something is preventing from starting or completing a task, along with a motivation comment;
- IV. when a member starts/ends to work on the task, he clicks on Start/End timer, an action made possible by Clockify Time Tracker, a browser extension (<https://clockify.me/trello-time-tracking>)
- V. Clockify allows to manage the time devoted to the project, by creating detailed report with the billable time of each member. It is a report to include in the final deliverable.
- VI. The team meets in collaborative tasks. Each task ends with an individual short **review** (in the comment section, 4-5 lines) where each member



summarizes the work done and discusses the next work. An iteration of the same task has the same name but ends with “#2”, “#3”,...

- VII. The management time, which includes time for planning, arranging meetings, corresponding, making collective decisions, etc. should be strictly balanced among all members;
- VIII. The task review should contain details such as: topic discussed, material used/studied, tools used, results, progresses, deliverables;
- IX. The task review should not be universal, i.e., applicable to any task of any project;
- X. The task review should not be predictable, i.e., obvious before it happens;
- XI. The task review should be detailed: three-five lines of text
- XII. The review of a cooperative task should be written independently by each member, as each member provides a different contribution to the collaborative work. The use of “copy-and-paste” is strictly forbidden;
- XIII. Do not archive nor remove a task without the agreement of the owner.

3. Clockify

INITIAL SETTING:

Hamburger menu

> Workspace > SSEyy.

> Settings > Default project > (*group*), uncheck all the others settings

TIMER MODE:

> Click on START/STOP

MANUAL MODE

Hamburger menu

> Manual > Add time > (enter start time - end time) > Add

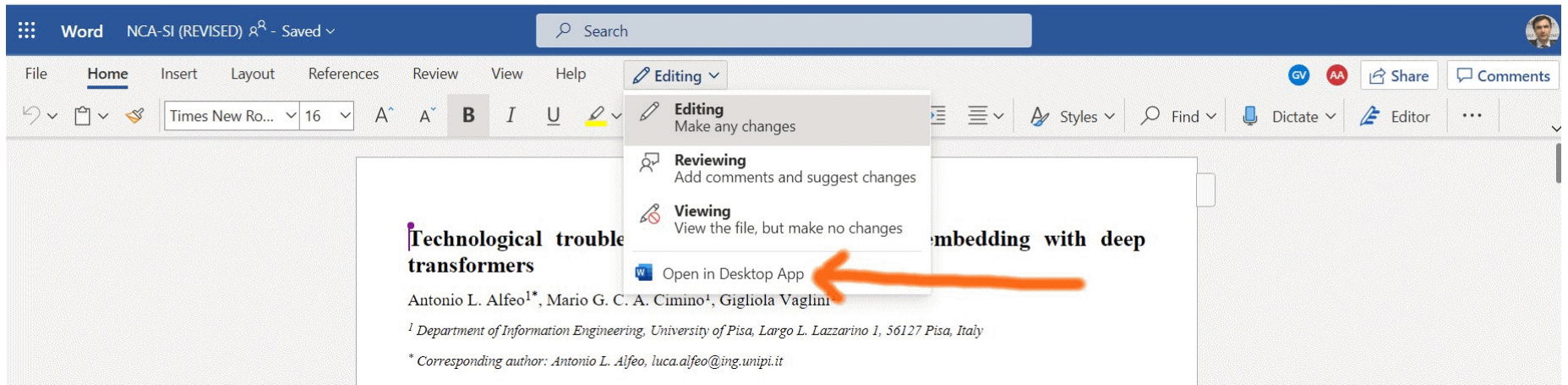
to export a detailed report:

reports > order by user > export > pdf

4. MS Office Online

How to switch from online to desktop application

(Desktop application is needed for adding vectorial graphics)



How to include diagrams in MS Word:

Export svg format from Draw.io and Signavio, and convert it in emf to import in word.

(use <https://cloudconvert.com/svg-to-emf>

or in alternative

install inkscape and use one click script "inkscape.exe svg.svg --export-filename=emf.emf")