

Notes from LOFAR Development Meetings dd Jan 31st 2013

Time: 11:00 – 12:00, Muller room

Present: MW, AS (notes), HH, RP, AP, GH

Absent: RN, JH

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As there is no agenda, these notes attempt to catch the results of the discussions held at the meeting.

The LDM should be able to track progress in the general sense, so on the high-level issues and should be in sync with the sprint (3 week period).

Every three sprints a report to the ILT must be made, containing items worked on, progress made, time spent on that by whom.

AS will create an overview of the developers and their attention areas on the LDM wiki page.

There was discussion on the visibility of the work in progress of the team. A need for an electronic scrum board was discussed, but AS mentions that the team already discussed this and has decided against it. But at least Redmine must be updated and be in sync with work done.

Also the product backlog was discussed; each item should have a LDM person attached to it. To be able to prioritize, each LDM member should deliver their own prioritized spreadsheet or list. For the next sprint, starting Tuesday Feb 5<sup>th</sup>, a first list of priorities must be delivered.

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LDM and the sprint (evolving story):

The sprint and the LDM will hope to interact as follows:

- The input for each sprint will be a list of issues to be delivered by the committee, who will be present at the sprint planning meeting for interaction with the dev team.

- The sprint will report progress to the committee. The developers will track their effort so this can be reported to the ILT (every three sprints) and the ASTRON MT. This will also help improving the time estimates of work that needs to be done, still.
- The committee will attend the dev team's demo (last Monday of sprint period).
- The LDM will be held each Thursday between 10:00 and 11:00. This is how the LDM will fit into the dev team's sprints:

When		Activity
Week 1	Tuesday	Sprint Planning meeting
	Thursday	LDM; discuss sprint planning, look ahead next sprint, identify items that require more preparation
Week 2	Tuesday	Potential rollout of new release of software (if agreed upon)
	Thursday	LDM; report on dev, progress, look ahead next sprint, identify items that require more preparation
Week 3	Thursday	LDM: Finalize priorities for next sprint and make sure enough detail is known for each item
	Monday	Dev. Team Demo of work done in sprint; LDM members should attend

Roles:

- AS will create and publish notes of the meetings on the LOFAR Wiki (public area)
- AP will maintain the list of issues and their priority.