Release Notes

How to Build a Service in 2 weeks (or at least try)

# Release Zero (0)

## Release Notes

* [Public Facing Form](https://forms.office.com/Pages/ResponsePage.aspx?id=RljVnoGKRkKs2LGgGr_A0UORN1sbN1JHiMPOWPjlMJxUQjRNMDlLNUU4VURaMEdRQ1Q1UkEyVDFCTSQlQCN0PWcu)
  + Entry point for “micro service”
* Power Automate Flow
  + Data Management
  + Approvals
* SharePoint List
  + Data Storage
  + Service Control

## Retrospective

### Start:

DRS:

* Building Backlog
* Provide context in release notes (eg What is GCmobility)

JM – Name assets (Form1, List 1, Flow 1)

AM - Learning how others create their tasks

KR -

### Stop:

DRS

JM: Stop interfering on other’s tasks and slides

AM – Asking questions as they build

KR

### Continue:

DRS

* Setting Audacious Goals

AM – Being open to new things

KR

JM: Working openly and challenging the process even if it slows development :)

# To Do:

* Form 1
  + Name the Form
  + Add Feedback to the form (and to each Form)
* Form 2
  + Feedback for any future Assets
  + Capture Form or name
* A **power automate flow** that will
  + Send a confirmation e-mail to the sender to
    - confirm they completed the form and wish to opt into the experiment
    - Basic introduction to GCmobility via GCmobility Information Package.
  + Trigger an approval process to “validate” e-mail as a valid GC e-mail
    - This will be a semi-automated, human controlled process flow
    - It will require a team effort to “manually validate” through various means that the e-mail is valid (eg valid GC domain).
    - Verified and Valid e-mails can opt-in to receiving updates via e-mail
    - Non verified and/or non valid GC e-mails will be “held until later” when we can validate them
  + Update for new fields
  + E-mail format validation
* A **SharePoint list** to store user details for
  + Future use in our experiment (e.g. notifications, testing)
* Power Bi
  + Read data from SharePoint list
* E-mail templates
  + To handle automated e-mail communications
* GCmobility Information Package.
  + We prototyped this already
* GCmobility Privacy Notice
  + I lifted a sample Privacy Notice from a recent TBS online job application process.
  + Announcements of initial release through above identified channels
* Hourly
  + On an hourly basis we will determine if we made enough progress to warrant another release.
* 11:00-12:00
  + Team Retrospective
    - These are not typically held on a daily basis, but due to the nature and speed of the experimental 2 week delivery sprint they have been added as key touch point for all team members
    - 11:00-12:00 time frame best accommodates Eastern and Newfoundland Time Zones.
    - Debrief the “daily” iteration and document improvements or lessons learned
      * What should we STOP doing next “daily” iteration
      * What should we CONTINUE doing “daily” next iteration
      * What should we START doing next “daily” iteration
* By 4:00pm
  + Upload RELEASE NOTES version 0.1
* Releases
  + At Minimum we will release something new daily by 4:00pm
  + We could release as often as every hour

Friday Dec 16:

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The following are the typical activities that tend to occur the day after our product demos.

* Post Iteration News item to:
  + GCmobility Sharepoint (ESDC)
  + GCmobility Sharepoint (GCxchange)
* Post Iteration Product Demonstration Video
  + GCmobility Sharepoint (ESDC)
  + GCmobility Sharepoint (GCxchange) – Planned