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