

From: [Scott Kirk](#)
To: [Richard Chen](#); [Rong Chen](#); [Hugo Lam](#); [Mark Pratt](#); [Nan Leng](#); [John West](#); [Gemma Chandratillake](#); [Christian Haudenschild](#); [Michael Clark](#); sarah.garcia@personalis.com; [Gabor Bartha](#)
Subject: Sprint 0 sprint backlog
Date: Tuesday, May 15, 2012 10:01:50 AM

Hi,

Thanks for a good planning meeting yesterday. Below are the notes that I took organized into individual stories. I took a stab at definitions of done, tasks, and tests where appropriate. Ideally, we'd do this together in the planning meeting. All of these will be posted to the board and the idea is to make corrections, add tasks, and details there. We'll go over some of that quickly at standup today.

Thanks,
Scott

Sprint 0 planning mtg.

Sprint:

Sprint 0 length: 2 weeks

Start: M 5/14, End: F 5/25

Depending upon how long results take to generate we may have the verification staggered.

Standups start T 5/15 at 11:45AM

Scrum board in Christian, Scott, and Michael's office.

Define roles:

Product owner – Rich/John

Scrum Master - Scott

Team

Priorities for Sprint 0 (these will be detailed on the Scrum board)

(High) Fully defined outputs (with owners)

- Definition of done: a document that describes the outputs. Tasks for each entered in backlog. Owner for particular areas. Can be based on existing plans.

- Tests: N/A
- Tasks:
 - Meeting to define path for how accuracy folds into the greater picture. (Rich, John, Mark, Scott)
 - Task breakdown for accuracy work defined
 - Document accuracy path forward
 - Meeting to completely annotate summary outputs, including technical work needed.
 - Document completely annotated summary outputs
 - Task breakdown for summary output annotations
 - Enter PBIs into backlog

(High) Defined list of which pieces of output are the most differentiating for accuracy?

- Definition of done: a document that describes the most differentiating pieces, what needs to be done to evaluate them. At a minimum must include multigenome and case/control use cases.
- Tests: N/A
- Tasks:
 - Meeting to define differentiating pieces for accuracy with documented outcome (Rich, John, Mark, Scott)
 - Tasks for backlog
 - Meeting to define differentiating pieces for everything else with. (Hugo, Rong, John, Michael, Scott, Sarah, Gemma, Mark (optional))
 - Document outcome of accuracy meeting
 - Document outcome of everything else meeting
 - Enter PBIs into backlog
 - Meeting to define specifically what a multigenome comparison is. (meeting)

(High) Define specifically the data sets that are needed for development and testing multigenome and case/control use cases. (yes) (meeting)

- Definition of done: A defined list of data sets needed. Include details of what we already have and sources for sets we need with information of ethics

committee review.

- Tests: N/A
- Tasks:
 - Meeting to define specific data sets (Rong, Michael, Scott, Rich, others optional)
 -

(High) Functional infrastructure is deployed for Twiki, Jira, and Git.

- Definition of done: deployed Twiki, Jira, and Git applications that can be used for development.
- Tests: N/A
- Tasks:
 - Install, configure, test Twiki
 - Install , configure, test Jira
 - Install, configure, test Git

(High) A/B/... comparison. Accuracy: develop and demonstrate process for making variant set unions. This is a blocker.

- Definition of done: demonstration of process for making variant set unions from a defined data set.
- Tests: Variant set union can be created for a defined data set.
- Tasks:
 - Meeting to discuss details (Mark, Hugo, Gabor, Nan, Rich, Scott)

(High) First draft of a project plan around the laboratory component.

- Definition of done: draft plan exists and is circulated for review
- Tests: N/A
- Tasks:
 - Meet to discuss (Christian, Scott, John, Mark)
 - Create draft MS Proj. plan
 - Enter PBIs into backlog

(High) Sort out which licenses can be closed out/finished by end of sprint (meeting), hgmd, clinvar, omim, gwas catalog, gene reviews (this is a blocker)

- Definition of done: highlight closed out areas on the list of tools and databases and note blockers. Defined next steps for blockers.
- Tests: N/A
- Tasks:
 - Meet to review and discuss list (Scott, Carol, Rich)
 - Update tools and DB list

(Med) Updating data sets to more current platforms.

- Definition of done: Data sets downloaded and on servers.
- Tests: N/A
- Tasks:
 - Document details of technologies behind data sets we currently have (Nan, Mark)
 - Locate and download data sets as appropriate

(Med) Ability to run pipeline and produce results in the general variant table with ANNOVAR columns filled in. Multigenome and Case/control cases (data set dependent) (yes) (Michael, Rong, Hugo)

- Definition of done: Pipeline runs on a case/control or multigenome data set and produces results in the general variant table that has the ANNOVAR columns filled in.
- Tests: see project plans for details
- Tasks: see project plans for details

(Med) Updating the tools within the pipeline. Especially GATK. (Hugo, Daniel, Nan)

- Definition of done: pipeline tools updated and functional.
- Tests: an analysis can be completed with newly updated tools
- Tasks:
 - See project plans for details.

(Med) Understanding multigenome and exome processing priority. (John, Rich, Hugo, Mark, Michael)

- Definition of done: ?
- Tests:
- Tasks:

(Low) Learn the process (everyone)

- Definition of done: ongoing.
- Tasks: standups, sprint meetings, participation.

Things to work toward:

Predefined stories: as a <user> I want <function> so that <desired result>.

Definitions of done in planning meeting

First pass tasking/estimation in planning meeting

Assign story points to each (1 – 10 with 1 = very easy and 10 = very difficult – think complexity and implementation) – simple way to initially estimate.