

# Sprint 1 Retrospective

## Introduction

This first retrospective takes place at the end of the first sprint for the development of a condo management system (CMS). During the sprint, we produced mostly all the necessary documentation and planning for the project. We also developed a log in/sign up page for users as well as the corresponding profile pages. We are still in the early development stage and so we mostly focused on documenting, planning and developing UI prototypes for future sprints.

The expectations when the sprint began were high as we thought we could finish all our tasks and possibly advance more in the project because we knew that it is a heavy project. However, upon starting to work on the project, we realized it was very heavy on documentation. We did spend time on some of the technical aspects of the project by developing some pages as well as developing UI prototypes for the next sprint, however, most of our resources were spent on documentation and planning for the coming sprints.

As for the final results, we managed to complete all of our tasks and so the results are satisfactory. As a team, we have also become more familiar with the project and between team members and so we are confident to be more productive in the next sprint.

For the development of the CMS, we have been using github to collaborate as well as jira to manage all the tasks to do. As mentioned previously, we mainly focused on documentation and so we did not use that many tools but we do have plans to implement pipelines for automatic testing. We have also decided to use firebase to store our data because it allows us to abstract away the authentication process, making it faster to implement

## What went wrong

### 1 - Time management of the team

The team struggled with time management because we started working on the project later than what would have been ideal. This happened because the channels were not very active and the team members had other priorities at the time. It was the beginning of the semester and everyone was still adjusting to their courses and workloads.

The impact of this was that we had a lot less time to produce all the deliverables required for sprint 1. We addressed this issue by communicating more on slack and setting up meetings to determine what to do as well as just using the text channels. As for the future, we know now to meet early in the sprint to make sure everyone is on the same page and knows what to do.

## 2 - Late Task distribution

Another problem we had was that we did not know what to do initially. We waited to meet with our TA and did not discuss or distribute the tasks immediately after that. This slowed the production of our deliverables. This happened because we did not initially take the initiative to plan.

The impact of this was that we were slowed down. We addressed this by starting to use a management software where each person assigned themselves to a task. In the future sprints, we know we can do better by making a plan before the sprint starts. We have already done that for sprint 2 and we have high hopes it will go smoother.

## 3 - Availability constraints within team

The team also struggled with availabilites. Our team is comprised of 10 members with different schedules and different workloads, we found it initially very hard to find times to meet where everyone was available which caused us to have our first meeting very late.

The impact of these availability constraints was that we could not start working and it created confusion as to what to do. We addressed this by having to make compromises with our schedules in order to meet as well as using our slack channel more. We could have been better at planning for these meetings, but now we know and we will be communicating through slack, smaller team meetings as well as setting team meetings in advance.

# What went right

## 1 - Using Jira (management software)

As a team, we initially struggled with the distribution of tasks. We decided to start using Jira because it is a tool very popular and commonly used in professional settings, and it is very good at displaying what we need to do, what is being done and what is done.

The addition of this tool had a positive impact with the team because it provided them with a clear overview of what was to be done. It was also very easy to assign oneself to a task as well as see who was doing what. Most of the team was able to easily use this tool. As for what could have been done better, we could possibly write the tasks in more details for future sprints.

## 2 - Team initiative in little time to finish work

Another positive aspect was the team initiative when we realized we did not have much time left in the sprint. Most of the team really put their all and worked hard to get the deliverables ready

by the deadline. This happened because we started discussing things more and the project was already being set up through jira and github to facilitate collaboration.

The impact of this initiative is that it allowed us to communicate more between team members, helping each other out and clarifying any confusions because we all became more involved. We do think that we could have done this before, but we are glad to have found this rhythm and have higher expectations for the next sprint.

### 3 - Setting up codebase to facilitate the work between team members

We were able to setup the codebase on github, with all the configuration for backend and frontend done. The pages were setup in a way where we can develop in parallel without impeding on one another, which has made development a lot easier and faster. We could work on further separating the code into components to increase cohesion and our ability to work in parallel.

## Conclusion

By the time we finished Sprint 1, we learned about all the preparations needed to develop an application. We did some development during this sprint, but we mostly focused on the documentation, diagrams and planning for the whole project. It was a very documentation-heavy sprint but all team members have a better understanding of what the system has to do as well as all the tasks we will have to do in order to complete development.

We also learned how to work in a big team. Although we struggled in the beginning because of schedule conflict and poor time management, we were eventually able to get a good momentum going and we learned to work efficiently with each other. It is not often that we get to work with so many people in a school setting and it brings a lot of challenges, but it is something similar to what a real life job would be like and it is providing good practice for our futures. We were able to work well together through better communication as well as management and collaboration softwares.

As the main takeaway, we learned that communication within the team is essential. With all the different people in the team, we have different strengths and it has been working very well to ask in the slack channel and receive help from the people who can help in the team. We aim to continue this type of communication as well as prioritizing it in future sprints to ensure a smooth development.