

Sprint 2 Retrospective

Intro

As Sprint 2 is ending, many things are starting to be clearer. The team has a lot of strong qualities like being able to deliver a high-quality work under little time and helping each other in times of need, which are qualities that must be preserved. On the other hand, the team is lacking on small behaviors that would highly increase efficiency if addressed correctly for the remaining sprints.

1. What went wrong?

All 3 of the following sections are intertwined together, since if the task distribution is done at the very beginning of the sprint's timeline, there would be an overall better time management. Also, if every member would attend the team meeting corresponding to the task distribution, it would be clear from the beginning what is expected from each member.

1.1 Late task distribution

This section was also a problem seen in the last sprint. The team meeting specifically created for the task distribution was done a bit late in the timeline of this sprint. This could be due to leaving a couple of days of rests before starting to think again about the project. One way of tackling this issue is to have a meeting within 24 hours of the previous sprint deliverance. In that meeting, the team would go over all the necessary tasks, make sure no tasks are missing and divide all the tasks within members. Then, there would be a few general meetings to see how each task sections are going and to enhance the work environment.

1.2 Time management

There is a slight problem with the time management of the overall team, but this is mainly due to the late task distribution. Even though it went a bit better than the previous sprint, it is because of the reading week that helped taking a break from the rest of the work and focus more on getting the work done as early as possible. Another problem was the confusion of the due date, at the end it turned out to give us more time to get the tasks done. A solution to this problem is to set personal due dates to tasks which would make sure tasks are done a couple of days before the sprint's deliverance date. Also communicating more between members of a small task section to make sure no one is delaying the other.

1.3 Showing up to team meetings

Not all meetings required all the members to attend, some meetings were held between the documentation team or between the backend team or the frontend team. In these meetings, only

the members of the specific section are required to meet and discuss, but when it comes to the general team's meetings, every member of the team is required to attend and participate. This was an issue since we would have a consensus on the date and time of the meeting, but not all members would show up. We would end up postponing the meeting and come up with another date for the meeting.

2. What went Right

2.1 Using Jira

Jira is a great way of communicating for teams. Everything takes place in Jira except physical meetings are done on Zoom. The task division feature helps a lot to divide the tasks and know who is doing what without the need of wasting time asking each other all the time.

2.2 Availability constraints

For this section, there was a lot of improvements compared to the previous sprint. When asking about each one's availabilities to have a meeting, someone would always create a poll on Jira, and we could always find 1 or 2 slots in which every member was available.

2.3 Good communication between members

In general, there was a good communication between task sections to understand what needs to be done between each other and between members of a same tasks section it seems that members are interacting well with each other, making sure everyone knows what they are doing and helping in times of need.

Conclusion

For the next sprint, the team should work on assigning tasks at the beginning do the timeline of sprint 3 and analyze how the rest of the issues develop since it seems to be the root cause to most issues.