

## [Tue Mar 19] Sprint 1 Retrospective Meeting

### Date

Tue Mar 19, 2024 14:00am – 15:10am (GMT+11)

### Participants

- @PENG TANG @shaohuiw1 @Zhuowen Zheng @Chengjia Zhou @Xi Luo @Jiyuan CHEN

### Goals

- Reflect on the Sprint 1 process.
- Identify what worked well in Sprint 1.
- Identify what could be improved in Sprint 1.
- Discuss how the team can implement these improvements in future sprints.

### Discussion topics

Time	Item	Presenter	Notes
14:00	Overview of Sprint 1	Scrum Master	Recap of sprint achievements, challenges, and adherence to goals.
14:15	What Went Well	All	Team members share their views on the sprint's successes and strengths: Communication, Efficiency, Teamwork.  Acknowledge and encourage continuation of these practices.
14:30	Areas for Improvement	All	Open discussion on challenges faced and areas where the team can improve: Skills on the tasks, Knowledge about LLMs and robots, and overall need for deeper understanding in these areas.
14:53	Solutions and Strategies	All	Collaboratively develop solutions and strategies for improvement: Schedule team workshops on task-related skills and implement weekly knowledge sharing sessions on LLMs and robotics.
15:00	Action Items for Next Sprint	All	Define specific actions the team will take to improve the next sprint: Conduct team workshops on LLM basics, introduce a 'learning hour' weekly for sharing insights on LLMs and robotics, and peer-pairing for tasks where team members can teach each other on unfamiliar tasks.

### Action items

- ☒ Reflect on the Sprint 1 process.

- ✓ Identify what worked well in Sprint 1.
- ✓ Identify what could be improved in Sprint 1.
- ✓ Discuss how the team can implement these improvements in future sprints.

## Decisions

- Agreed upon best practices for communication and task management to enhance team coordination.
- Identified specific areas for skills development, especially in areas related to domain-specific language model training and UI design.
- Set a plan for more structured knowledge sharing sessions to ensure all team members are aligned on project technologies and methodologies.