

Sprint Retrospective – Sprint 0

Team: P03-02

Date: 25/08/2024

Attended: all members.

Scrum Master: Keenan Phillips

Product Owner: Dale Stanbrough.

Development Team:

- Christian Nieves
- Seanghai Heng
- Keenan Phillips
- William Dash
- Heethasha Sandeep Kumar
- Paul Johny Mampilly

Things That Went Well

- Successfully set up the GitHub project board for task and issue tracking.
- Cloned the GitHub repository and ensured all team members have access.
- Completed writing all user stories.
- Prepared and organised the backlog effectively.
- Broken down most user stories into manageable tasks and scenarios.
- Developed most of the Definition of Done (DoDs) for the user stories.
- Written all the test cases.

Things That Could Have Gone Better

- New group member added late which caused some difficulty around rebalancing task allocation and making the scheduled time for meetings.
- Some user stories and its relevant data (tasks, acceptance criteria, tests, and DoDs not fully completed) by the allocated timeframe (Wednesday, 21/08/24).

What Can Be Improved

- At the end of each meeting, agree on actionable tasks that each member can work towards.
- As a result, at the start of each following meeting, follow up on each member's current progress towards their tasks – how much they've done, any challenges, any help they may require.
- More communication outside of meetings – upon completing tasks or starting a new task, each group member should communicate this in the chat or MS Teams discussion board. This way, we will be able to monitor progress and identify if a member is falling behind, and as a result, offer any help.

Things That Surprised Us

- The scope and length of the SRS document – very lengthy and we weren't adequately prepared for it. As a result, we were all stressed through the week of Milestone 1's submission.

Lessons Learned

- Carefully research all aspects of each milestone; communicate effectively and regularly about tasks that you've started, completed, and require help for; and provide constructive feedback.

Final Thoughts

- **Things to keep:** meeting times and frequency, existing roles.
- **Things to change:** more communication, partnering with product owner for more clarity and guidance.