July 15

Retrospective report

Problem:

As a team, we struggled to communicate effectively. Consequently, some tasks were done twice, we had duplicate code, and incorrect tasks were prioritized. Furthermore, deadlines were barely met, there was confusion as to what everyone else was working on and what their availability may look like. Tackling this issue should improve our effectiveness as a team in terms of speed, task coverage, code quality, and productivity.

Solution:

To address the issue, we plan on changing the way we communicate. We will add a discord channel for major changes in our code base, an availability sheet, and a spreadsheet with our dev tasks which would be updated regularly to reflect progress. This should help us prevent duplicate work, reduce duplicate code, plan intertwined work tasks better, and keep better track of current progress individually and as a whole. Instead of setting high expectations as a team, we plan to underestimate ourselves and alot more time for tasks. The next iteration should be more manageable which would hopefully improve team morale. Lowering expectations will lead to limiting the scope of our dev tasks. We would be working closer together. As such, small changes will affect code areas other members are working on. We will use the discord channel to communicate our changes by combining major relative and iterative changes in an easy to read message. Messages will include a brief description, rationale, screenshot of the changed code, and the name of the file in which it is located. At the end of each day, we plan to meet and discuss these posts to communicate changes to our codebase and future intent. These meetings will not host discussion, but rather provide everyone on the team with brief updates keeping everyone on track and in tune with the codebase's state. Peer review is encouraged but only afterwards, this is because meetings will be daily and their purpose is to save time.

Measurements of Success:

Success indicators for our proposed solutions include: a higher proportion of devlogs that directly relate to discussed dev tasks, the completion of all planned tasks, uniform team contributions, and an improved team morale. As per the devlog, in Iteration 2, the average time a teammate spent on the project was 99 hours while the highest an individual contributed was 186 hours and the lowest an individual contributed was 58 hours. Our team morale evaluation scored 4/10. The number of tasks completed totaled to 410, 25 of which weren't discussed dev tasks while 2 planned features were left incomplete. Lastly, changes to meet iteration requirements were finished a day before the deadline. An improvement to any or all of these statistics such as an average number of hours contributed that better reflects all teammates, more completed dev tasks which are discussed and planned prior, improved team morale and whether we have additional time to plan and implement additional features once our underestimated tasks are completed will indicate success.