

## Individual Reflection — Week 4

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### What do I want to learn or understand better?

One problem we have as a team right now is that our Friday review and planning meeting takes a very long time, around 6 hours. This is partly because we have a lot of topics to cover, but also sometimes because decisions are not made very quickly. I believe it takes time since most members either do not know a good answer/way or do not want to make a decision without taking everyone's opinion into account. Additionally, it is nearly impossible during a long meeting to keep everyone focused and be on the same page for every topic discussed. Ideally, we should be able to make decisions in a structured and rapid way where everyone's opinion is evaluated without going off-topic and everyone understands the reasoning behind the decision. I would like to learn how to get closer to this ideal situation.

I honestly have no idea how to achieve all the aspects of the ideal situation since some of them are inherently time-consuming, e.g. making sure everyone is heard and understands the decisions being made. Although it might become obnoxious, I will try to keep the meetings more structured and focused by making sure everyone knows what document we are working in while discussing and make sure discussions are not dragged out excessively or off-topic. Although this might make the meeting shorter, it might also to some degree sacrifice having everyone understand the reasoning behind skipping some discussions, etc.

### How can I help someone else, or the entire team, to learn something new?

Anytime during meetings or a work session, if someone is wondering about something that I believe I have an answer to, I have tried to explain it as well as possible. For example, during a work session, we had in Discord this week, I tried to help the best I could when I was asked about a couple of problems.

Regarding my thoughts last week about how to approach presenting what I know, I have realized that what the best approach is, partly, also depends on who it is being presented to. If the person listening expresses that they have no idea about what a good solution would be or just no opinion, then straight up telling them how I believe it should be solved is more efficient and also not discouraging. If the person has a suggestion of their own or some idea of what they want the solution to look like, then more gently suggesting what I believe would be a good approach since the listener is not discouraged and I might get a good suggestion back that I had not thought of.

I have still not had time to write any documentation about the team's git/pull request workflow. However, during this week's Friday review and planning meeting we together went through the process of reviewing pull requests we had created for this week's user stories. This went fairly well and I believe everyone was on-board, so documenting it might

not be necessary. I will reevaluate this thought as we go along, and maybe document the process at a later time.

### **What is my contribution towards the team's use of Scrum?**

Along with the rest of the team, I have attended stand-up meetings, made sure the Scrum board is complete and kept up-to-date, reviewed and evaluated the acceptance criteria of this week's user stories, and made sure new user stories and assignments are set up for the next sprint. Just like the previous week, this has worked well and I do not see much that I can change in my contribution that would provide a significant amount of value.

### **What is my contribution towards the team's deliveries?**

This sprint we had more user stories being worked on in parallel than the first sprint. I worked on one user story on my own, which I finished. However, I was four hours under our expected amount of work hours. We had not planned any extra unassigned user stories and I also did not have time to work on another user story because of time constraints from other courses. We would like to make sure that there are more user stories in the sprint backlog so any assigned user stories which get finished earlier than expected do not lower our velocity. Assuming I might have more time in practice this sprint, I will make sure to work on another user story if my initially assigned one gets finished early.