

# COMP3900/9900

## 2023 Term 3

### Retrospective A

### Assessment

#### ❖ Retrospective A (Report due Week 5 Saturday 14 October 2023 @ 9.00pm) (worth 2.5%)

A retrospective is a **reflective** activity, where the team **meets** to think about their **teamwork process** over the **past sprint**, and discusses:

1. what **went well**,
2. what **did not go so well**, and
3. what the team should **try over the next sprint to improve their teamwork process**.

Additional aspects are also described in the marking criteria below. This **meeting** should follow soon **after Progressive Demo A (usually in the same day)**. The deliverable for **Retrospective A** should be submitted by the team **Scrum Master** to **Moodle** by **Week 5 Saturday 14 October 2023 @ 9.00pm**.

#### ❖ Marking Criteria

- a) **Retrospective A** report **must** have **columns** or **sections** to describe **what went well**, **what did not go so well**, and **things 'to try' in the next sprint** to improve the **team's work process** (worth  $3 * 0.5\% = 1.5\%$ )

- b) **At least one team member assigned** responsibility for attempting to enforce or follow up on each item on the 'to try' list (worth **0.75%**).
  - c) **Retrospective A** report **must** have a **title page**, similar to that of the **project proposal**, with the Retrospective A report **submission date**, **meeting date**, **meeting time**, and **team members present** or **absent** at the **Retrospective A meeting** (worth **0.25%**)
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- ❖ Group members **absent** from the Retrospective A meeting according to **members present/absent list**, will receive **0** out of **2.5** for the **Retrospective A** assessment item.
  - ❖ Make sure you also look at **Moodle Retrospective A submission link** for submission instructions and follow those submission instructions.

## ❖ Marking Rubric

<i>Category</i>	<i>Team Mark</i>	<i>Max Mark</i>
Includes column or section describing what went well (empty section/column must have an explanation)		<b>/0.5</b>
Includes column or section describing what did not go so well (empty section/column must have an explanation)		<b>/0.5</b>
Includes column or section describing items 'to try' next sprint (empty section/column must have an explanation)		<b>/0.5</b>
One or more team member(s) assigned responsibility for attempting to enforce or follow up on each item on the 'to try' list (if an item in the to-try list is not assigned any member this must have an explanation)		<b>/0.75</b>
Title page, date, time, and team members present or absent at the Retrospective A meeting		<b>/0.25</b>
<b><i>Retrospective A Mark</i></b>	<b>0</b>	<b>/2.5</b>
<b><i>General Comments</i></b>		