

COMP3900/9900

2023 Term 3

Retrospective B

Assessment

❖ Retrospective B (Report due Week 8 Saturday 4 November 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 B (usually in the same day)**. The deliverable for **Retrospective B** should be submitted by the team **Scrum Master** to **Moodle** by **Week 8 Saturday 4 November 2023 @ 9.00pm**.

❖ Marking Criteria

- a) **Retrospective B** 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 **0.5%**).
- c) An outline of how **effective 'things to try'** from the previous retrospective (**Retrospective A**) were at **improving** the teamwork process (worth **0.25%**).
- d) **Retrospective B** 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 B meeting** (worth **0.25%**).

❖ Group members **absent** from the Retrospective B meeting according to **members present/absent list**, will receive **0** out of **2.5** for the **Retrospective B** assessment item.

❖ Make sure you also look at **Moodle Retrospective B 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)		/0.5
Includes column or section describing what didn't go so well (empty section/column must have an explanation)		/0.5
Includes column or section describing items 'to try' next sprint (empty section/column must have an explanation)		/0.5
Includes outline of how effective 'things to try' from the previous retrospective (Retrospective A) were at improving the team work process (if this outline is empty, there should be an explanation for why it is empty)		/0.25
A team member 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 a member this must have an explanation)		/0.5
Title page, date, time, and team members present or absent at the Retrospective B meeting		/0.25
Retrospective B Mark	0	/2.5
General Comments		