

Sprint2 Retrospective

Sprint Summary and Retrospective

Date: 19/09/23

Summary:

- **Sprint Goal:** Finish module and profile frontend page development, user story improvement, ethical and cyber security considerations, backend APIs, and data schema development
- **Sprint Duration:** 18/08/23---21/09/23
- **Team Members:** Xintao Chen, Haonan Tao, Murong Gu, Youcheng Zhang, Xuhai Wang

Achievements:

- Completed front-end development for the profile and module pages.
- Developed back-end APIs for create, read, update, and delete (CRUD) operations.
- Thoroughly divided user stories for better planning and execution.
- Improved documentation for ethical and cybersecurity considerations.
- Addressed and enhanced areas of improvement identified in Sprint 1.
- Successfully allocated tasks more reasonably within the team.
- Improved team communication.
- Met all sprint commitments and deadlines with high-quality deliverables.

Challenges:

- Frequent changes in requirements led to instability in the work plan.
- The team encountered technical challenges in some tasks, requiring more support and training.
- Communication was not always timely, leading to information gaps.
- Integration with external systems posed unexpected difficulties, necessitating additional troubleshooting.
- Some team members experienced occasional burnout due to intense workloads.

Lessons Learned:

- Flexibility is crucial. The team needs to better adapt to requirement changes and use an iterative approach.
- We should provide more technical training and knowledge-sharing opportunities.
- Communication and information sharing need improvement; we plan to increase the frequency of daily stand-up meetings.
- Prioritized regular backlog grooming to enhance requirement clarity and stability.
- Acknowledged the need for effective workload distribution and introduced pair programming for knowledge transfer and skill enhancement.

Next Sprint Steps:

- **Continuation:** Complete the remaining sprint3&4
- **Improvement Plans:** Introduce a more robust requirement management tool to handle requirement changes effectively. Keep using WeChat for communications and meeting weekly
- **Action Plans:** Increase the frequency of daily stand-up meetings to improve communication efficiency.
- **Quality Assurance:** Continue to prioritize testing and QA procedures to maintain the reliability of our product.
- **Burnout Prevention:** Implement measures to monitor and mitigate burnout risks within the team.
- **Communication Tools:** WeChat, Slack, Confluence, Trello. Need more interaction within the team.

Summary and Remarks:

While we have made significant progress, we recognize that there is still room for improvement. Improve team communication and report regularly on the progress of individual tasks to avoid delays in project delivery. Individual team members helping each other and reaching a unity of purpose are all things we should continue to work on. It is worth noting that the team has been relentless in its pursuit of excellence, and I am proud of the strong commitment and sustained effort shown by each team member. In the next sprint, let us capitalize on this momentum to fuel even greater success and leaner work. And also to finish the last two sprints with the best possible project delivery!

Next Plans:

- **Next Sprint Planning Meeting:** 25/09/23
- **Follow-up:** The Scrum Master will regularly track the handling of requirement changes and ensure that technical training is scheduled.