

Sprint4 Review Document Date: 01/11/23

Overview:

- **Sprint Objective:** Finish all the project deployment (Server, database ...) and hand it to the client
- **Timeline:**23/10/23---05/11/23
- **Team Members:**Xintao Chen, Haonan Tao, Murong Gu, Youcheng Zhang, Xuhai Wang

Milestones Achieved:

- Completed project deployment
- Database and Server handover
- Addressed and enhanced areas of improvement identified in Sprint 3
- Successfully allocated tasks more reasonably within the team.
- Improved team communication.
- Met all sprint commitments and deadlines with high-quality deliverables.
- PPT slide upload
- Confluence and Github mangement

Hurdles Encountered:

- Faced unexpected challenges during integrations, momentarily affecting our momentum.
- Occasional communication delays within the team.
- Lack of expertise, need to spend extra time learning
- Delays in helping each other within the team.
- Cross-team communication
- Communication with Client
- Pressure under the Final exam week

Client Feedback:

- Full endorsement of the entire project
- Understanding of project operational processes
- Very well prepared for our project demo
- Good source code/ zip file handover
- Project Deployment is good

Wisdom Acquired:

- **Regular Team Sync-ups:** Instituting bi-weekly internal team meetings has been invaluable. This recurrent touchpoint has ensured that everyone remains aligned on priorities and can swiftly address any emerging challenges. This proactive approach has drastically minimized potential roadblocks.

- **Supervisor Engagements:** Weekly meetings with the supervisor have not only ensured that we maintain transparency in our operations but have also endowed us with timely guidance. This frequent cadence of reporting and mentorship has been instrumental in steering the project's trajectory in alignment with the broader organizational objectives.
- **Sprint Client Conversations:** Regular sprint review sessions with our clients have metamorphosed our approach. By actively seeking and integrating user feedback during these sessions, we've fostered a user-centric ethos, ensuring our product remains relevant and resonant to the end-user.
- **Sustainable Incremental Development:** Adopting a continuous incremental development model has made us more adaptive. This approach ensures that while we consistently enhance our product, we're also poised to pivot based on real-time feedback or market changes swiftly.
- **Document Evolution:** Ensuring that our documentation remains a living entity has been pivotal. By continuously updating it to mirror our latest development and strategic insights, we ensure all stakeholders, both internal and external, have a holistic, up-to-date view of the project. This dynamism guarantees smooth collaboration and bolsters project transparency.

Strategic Roadmap:

- **Regular Team Meetings:** Holding bi-weekly team sessions has been key for alignment. It helps address issues before they become significant roadblocks.
- **Engaging Supervisors:** Our weekly check-ins with the supervisor have ensured transparency and provided crucial feedback.
- **Client Feedback:** Regular sprint reviews with clients have shifted our approach to a more user-centric model.
- **Incremental Development:** Continuous incremental development ensures our product stays relevant and adaptable.
- **Ongoing Documentation:** Keeping our documentation up to date has been crucial for collaboration and transparency.
- **Cross-Team Collaborations:** Keep the communication with AL-red team for further handover

Reflections and projections: Looking back at the last sprint, the challenges, lessons learnt and achievements were complex. The key to our success has been the unwavering dedication, strong collaboration and adaptability of our team. In the last sprint, the whole team still didn't

slacken off, and worked hard to complete the final handover and demo for the client, so that the client could fully understand the project operation process and deliver the project source code. everyone in the team is very much recognised for their efforts, and the success of the final project.

Upcoming Engagements:

All team members are graduated.