Sprint3 Retrospective

Date: 17/10/23

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:**22/09/23---20/10/23
- **Team Members:**Xintao Chen, Haonan Tao, Murong Gu, Youcheng Zhang, Xuhai Wang

Achievements:

- Completed front-end development for the coach and age-group pages.
- Developed back-end APIs for create, read, update, and delete (CRUD) operations.
- Improved documentation for ethical and cybersecurity considerations.
- Addressed and enhanced areas of improvement identified in Sprint 2.
- Successfully allocated tasks more reasonably within the team.
- Improved team communication.
- Met all sprint commitments and deadlines with high-quality deliverables.
- Accomplished the comprehensive development of user frontend pages, elevating the user experience.
- Incorporated user feedback, refining the UI/UX.
- Delivered all set targets within the stipulated timeline.
- Established a streamlined feedback process, accelerating product enhancements.
- Database for integration with the red team
- PPT slide preparation and demo

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.
- member different arrangement and another subject due might cause the deliverable delay
- Integration issue with red team

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 sprint4 (all members)
- **Improvement Plans:** Introduce a more robust requirement management tool to handle requirement changes effectively.(Murong Gu, Haonan Tao)
- **Communication:**Keep using WeChat for communications and meeting weekly(all members)
- **Action Plans:** Increase the frequency of daily stand-up meetings to improve communication efficiency.(all members)
- **Burnout Prevention:** Implement measures to monitor and mitigate burnout risks within the team.(Murong Gu, Haonan Tao)
- **Communication Tools**: WeChat, Slack, Confluence, Trello. Need more interaction within the team.(all members)
- **Documentation Polish:** Keep focus on the submitted documentation and polish it for further update, make sure each member check it before submitting(Murong Gu, Haonan Tao)
- **Consistent:** Keep user story consistent with the Trello Board and burndown chart(Xuhai Wang)
- **Task Tracking:** Mange the Trello and Confluence consistence and documentation check&order
- **Github:** Source Code upload int correct path(Youcheng Zhang,Xintao Chen) documentaions(Murong Gu, Haonan Tao)
- **Submission:** Prepare all submission things(Haonan Tao)

Summary and Remarks:

While we've made significant progress, we acknowledge the need for continuous improvement. Strengthening team communication and providing regular progress updates on various tasks are essential to avoid project delivery delays. It's crucial for team members to support one another in achieving our common goal.

On the positive side, our team has demonstrated high overall completion rates. We've not only managed to complete a substantial portion of the features within a limited timeframe but also showcased our achievements effectively during the demo presentations over the three sprints. I'm immensely proud of each team member's unwavering commitment and persistent efforts.

Looking ahead to the next sprint, let's build upon this momentum and strive for even greater success and excellence in our work. Simultaneously, let's focus on delivering the best possible project in this final sprint to conclude our efforts on a high note!

Next Plans:

- **Next Sprint Planning Meeting:**22/10/23

- **Follow-up:** The Scrum Master will regularly track the handling of requirement changes and ensure that technical training is scheduled.
- **Keep Focus and Polish:** all members
- **Monitor:** Murong Gu and Haonan Tao (Scrum master)