

## **Sprint3 Retrospective**

**Date:** 01/11/23

### **Summary:**

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

### **Achievements:**

- 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

### **Challenges:**

- Frequent changes in requirements led to instability in the work plan.
- 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
- Need to consolidate resources and hand something complete to the client

### **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.
- We 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:** Manage the Trello and Confluence consistency 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:**

We would like to thank all the members of the whole team for their contribution in the last sprint, everyone completed their own personal tasks and also gave a lot of time and energy for the delivery of the whole project. Not only did we get recognition from the client and supervisor, but we also got real experience in the running process of the project. In the future, I hope we can make more use of our strengths in teamwork, strengthen team communication, and minimize the delay of task delivery.

### **Next Plans:**

All team members graduated