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Software Engineering 329

November 5, 2017

**Assignment 3**

***Reflection in Agile Retrospective* (Questions & scope).**

***Summary.***

1. **What are the steps of agile retrospective?**

* There are five steps of agile retrospective. The first step of agile retrospective is setting the stage. The setting should be neutral regardless of what in unfolded because there is an understanding that everyone did their best job they could.
* The second step would be gathering data, the retrospective will be based on the actual events of the sprint. Come in to the meeting with information on the number of story points completed, number of defects found and fixed, and significant events that had an impact on the iteration. This information will become the basis for deciding what is working well, what needs to be improved, and what should be discontinued. Have the team contribute to and review this information to prepare for the next step.
* The third step is generate insights. The challenge with this step is to focus on getting insight into the state of the team the goal is to find just a couple of things that the team can focus on. Considering different voting techniques in order to narrow down a large number of ideas to just a couple. The purpose is to achieve team understanding and acceptance of major factors that are contributing to the state of the team and the progress of the project.
* The fourth step is deciding what to do. The team may brainstorm and discuss many options, but the decision on action needs to be limited.
* The fifth step is closing the retrospective.

1. **What are the aspects that teams focus on during the retrospective meeting?**

* Team members should not feel worried about expressing their opinions on things that need to be improved
* Encouragement to all members to participate. Each member in his turn names a point to improve, introduce, or stop doing.
* Give a hand and listen to introverts and shy team members.
* Prioritize action times, keeping a backlog of impediments and action items, in prioritized order, to get the greatest value.

1. **What are the levels of reflection? What is the impact of missing one of the levels of reflection?**

* There are three main levels of reflection, reporting and responding, relating and reasoning and reconstructing, based on observations of the agile retrospectives in practice. Reporting and responding are grouped together as the first level as these levels closely related to reviews sharing and discussions at the beginning of the retrospective meeting. Relating and responding are grouped as the second level as agile teams participate in a further discussion after they reported and responded to the reviews. The third level, the reconstructing level is embodied when agile teams discuss to formulate a plan as an improvement for the next sprint.
* Missing one level of the levels of reflection could result in a problematic way. For example, in the *Reporting and Responding* level topics like “personal feeling” are discussed. If someone missed this topic, they wouldn’t know how the other team members feel about the project which could result in the generation of more team obstacles towards the future.

***Scope.***

* Our projects consists of creating a door lock that can connect to an application that will help the user make their home more safe and secure by using continuous monitoring of the statistics of the lock (lock or unlocked), and having the ability to remote unlock or lock the door if needed to.

***Team Workshop (Questions).***

***Success.***

1. **What was the goal? Did it change?**

* Our team’s goal was to finish the implementation of our project in four weeks. This goal has been changed because our supplies were delivered late and due to the fact that we weren’t clear about which project we are going to do in the beginning of the project.

1. **Was the project a success? Were the clients happy? Was the team happy?**

* Currently we don’t know if our project is a success or if our clients were happy since we haven’t really finished implementing it, but given our current progress, our project looks like that it is going to be a huge success and will make the clients happy when they use it. Also, we are very happy, and we are confident that towards the end of the semester, our project is going to be a success

***Challenges.***

1. **Was the management a success? Did the management meet expectations?**

* Currently our project is a success, we started its implementation. We started by creating a server and database schemas. We are dividing management equivalently, and everyone is up to date on their responsibilities which met the expectations of the management.

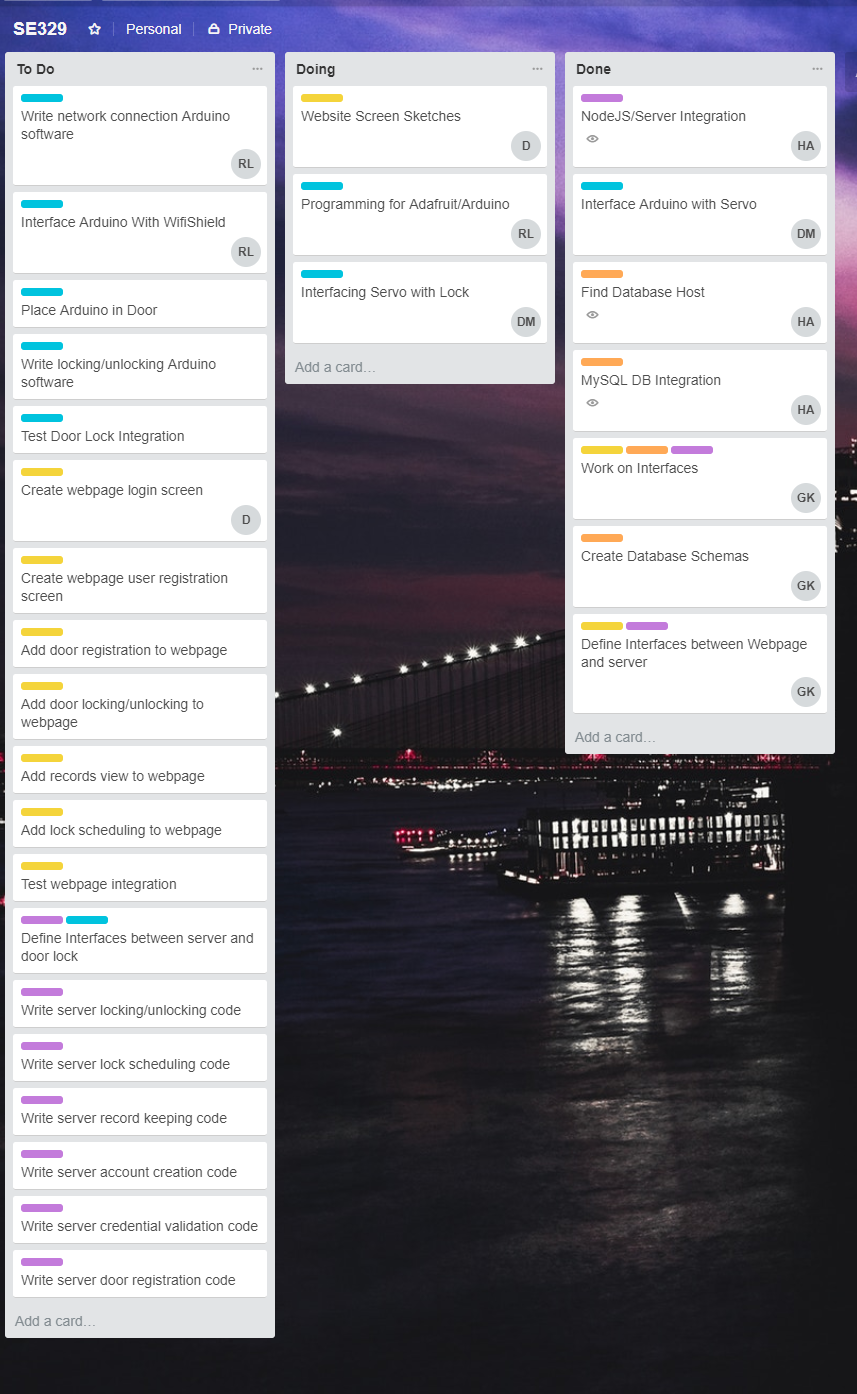
1. **What worked, what didn’t work? Why?**

* What worked was starting the implementation of the project, dividing tasks and setting deadlines. What didn’t work was managing to combine different aspects of the project together such as the Arduino and the server code. The reason for our technical difficulties was because the lack of communication within the team members, but we fixed this issue and started holding weekly meeting in order to improve our communication.

***Actions.***

The first step we took towards the successfulness of our project was attendance and engagement. This step helped us in making sure that every team member in present and taking part in any particular event. Another step we took towards our success was doing a sprint review, which was that everyone make a quick summary whilst mentioning the key facts, such as what the plan was, how was it followed, and what the outcomes were which puts every one of the team members on the same page and gives the members the feeling of whether or not the sprint was a success or not. Then we took actionable commitments, in this step our main goal was to identify what actions must be taken in the next iteration. From the ideas we discussed, our team should determine measurable actions that they can implement. Our final action was taking a retrospective of the retrospective. At the end of every meeting we take five minutes to discuss how the retrospective went. We all agreed to be open and encouraging of feedback from the team, and in the same way as the Sprint was discussed, and we look at ways to improve the Sprint Retrospective the next time round. After undertaking all these steps our project is looking good and a huge success.

***Discussion Board.***

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