COMP4024: Stand-up, Retrospectives and Meeting Minutes

Group C
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Preface:

The leader of this group (Yash) had adapted these Agile practices from his year in industry in a way which would suit the group in accordance to the nature of the project.

It is unfair to compare the use of Agile Toolkits in industry to university level projects. For one, companies maintain contracts with providers of these toolkits like Atlassian, so almost all of the premium, fleshed out features are available to the employees, compared to a group of students like us, where we have to make do with what 'community' versions have to offer

Secondly, there is a large army of employees, specialists and external contractors in large corporations who preemptively create these repos, branches, meeting structures and other parts of the process, where the user simply needs to go with the flow and make changes to them. A glimpse into the BMW IT servers (the company where Yash interned), revealed the existence of a large backlog, multiple repositories, branches etc, methodically created by Accenture (external contractors) right when the User Stories were activated after the regular meetings. All which was required from the team member was to follow the process of development, version control and collaboration as laid out by the Release process.

While the imitation of these practices were not all feasible, we here is how we broke it down into a way which imitated industry standards as close as possible:

1. ***Use of sprints****: The duration of this project spanned 4 weeks, so we used sprints to break down the duration. The first week was spent in introductions and planning, hence organised 'sprinting' began in week 2 of the project.*
   We had 3 sprints:
   - ***S1****, <u>16th Feb - 23rd Feb</u>, (Theme: Planning)*
   - ***S2****, <u>23rd Feb - 2nd Mar</u>, (Theme: Further Planning and Prototyping)*
   - ***S3****, <u>2nd Mar - 9th Mar</u> (Theme: Development and Testing)*

   Each sprint began on Thursday, right after our weekly timetabled lab session.
   It ended with the lab session the week after

2. ***Use of Standups***: *On the Monday in each sprint, we would convene in one of the study spaces, go around in a circle and give brief updates of what each member did in the previous days. An honest answer was expected and encouraged.*

3. ***Use of Retrospectives***: *Before Gail Hopkins would examine our weekly progress, everyone would go around in the circle and talk about what they achieved in the sprint, and what they thought they could do better.*

*While not commonplace in industry (Stand-up boards are all linked), we maintained meeting minutes of all **stand-up** meetings, and retrospectives.*

Sprint 1 || (16th Feb - 23rd Feb)

Standup

This standup was held at 12pm in the Hub at Computer Science, 20th Feb 2023

Yash:
"Sorted some Unity issues, played around with code".

Niamh:
"Working with Moin on User Stories, Unit Testing Planning, will be done by Tuesday"

Yifan:
"Helped Jaideep with prototyping

Jaideep:
"Designed an intricate prototype for the game."

Moin:
"User Stories, Test cases"

*Artem did not attend

Retrospective:

Yash:

WWW: Helped with User Stories, orchestrated workload distribution, trello, standups and retro
EBI: should have done more coding

Niamh:

WWW - completed everything required. Create a list of test cases
EBI - Time Management, and appreciation of task completion

Jaideep:

WWW - completed everything required. Created designs
EBI - Time Management, and appreciation of task completion

Moin -

WWW - Poorly this week, so reduced workload.
EBI - Better time management, and workload estimation

Artem-
WWW - Helped plan the game structure
EBI - More coding

Yifan-
WWW - Planning
EBI - Time management

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Sprint 2 || (23rd Feb - 2nd March)

Standup

This standup was held at 12pm in the Hub at Computer Science, 20th Feb 2023

Yash:
"Began coding, namely the splash page".

Niamh:
"Working with Moin on producing a test suite"

Yifan:
"Helped Jaideep with further designs"

Jaideep:
"Continued integrating designs and code."

Moin:
"Helped with code"

*Artem did not attend

Retrospective:

Yash:

WWW: Helped with User Stories, orchestrated workload distribution, etc
EBI: more coding wouldn't have been amiss

Niamh:

WWW - completed everything required.
EBI - Time Management, and appreciation of task completion

Jaideep:

WWW - completed everything required. Created designs
EBI - Time Management, and appreciation of task completion

Moin -

WWW - Designs, asset collection and testing
EBI - Better time management, and workload estimation

Artem-

WWW - Began coding and collecting assets
EBI - More coding

Yifan-
WWW - Planning
EBI - Time management

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Sprint 3 || (2nd March - 9th March)

Standup

This standup was held at 12pm in the Hub at Computer Science, 6th Mar 2023

Yash:
"More coding, manual testing. Documentation, minutes and report".

Niamh:
"Produced background research on the psychology of the game. Helped with report"

Yifan:
"Helped Jaideep with further designs."

Jaideep:
"Continued integrating designs and code. Git usage and creation"

Moin:
"Helped with prototyping"

*Artem no longer part of group

Retrospective:

Yash:

WWW: US, workload distribution, team management, documentation.
EBI: more coding and testing. Better time management

Niamh:

WWW - completed everything required. Did further research and report.
EBI - Time Management, and appreciation of task completion.

Jaideep:

WWW - controlled version control, repositories, etc
EBI - Time Management, and appreciation of task completion.

Moin -

WWW - Designs, asset collection and testing. More prototyping
EBI - Better time management, and workload estimation

Yifan-
WWW - Planning
EBI - Time management

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