Project Sprint Planning Notes

Team: Group P7-7

Sprint: 2

Date: 15/09/2023

Attended:

Scrum Master: Ramon Aguila

Product Owner: Jyoti Kundu

Development team: : Clarence O’Toole, Ashley Mullin,

Manik Thapliyal, Sri Kalyan Rohan, Jaspal Singh-Walia

## 1. Things That Went Well

* We communicated with each other professionally and frequently.
* Majority of our meetings had everybody present.
* We worked well together as a team; we asked questions, provided each other feedback, and did our best to help each other out.
* Our roles and responsibilities were more refined during this Sprint:
  + Ramon focused more on facilitating and supporting the group and promoting the principles of Scrum.
  + Everyone else also had their own roles (back or front ends) whilst working together collaboratively and tried to enact Scrum practices.
* Our communication and delegation of roles & responsibilities helped make our project more organized and helped divided our workload more evenly.

## 2. Things That Could Have Gone Better

* Our progress during this Milestone was much slower than expected.
  + The development team working at the back end (Clarence, Manik, Ramon) faced a lot of issues during the first two weeks, and therefore could not get as much work done.
  + The front end however, progressed well throughout the project and was able to get majority of their parts done earlier.
  + As we couldn’t integrate the back and front end during the earlier stages of the sprint, we weren’t able to get many features done.

## 3. Things That Surprised Us

* One of our members dropped out of the course.
* Three of our members got sick during this Milestone, and we had to remove several features from our initial project board.

## 4. Lessons Learned

* This sprint taught us how to identify major issues and to address them as soon as possible.
  + For example, some of us could have attended the consultation meetings or asked for more help from the tutor during class, instead of trying to figure out the problem ourselves.
  + The reason why we did not do this straight away, is because we believed that we were able to solve it ourselves eventually but debugging and trying different things took too much time.
  + By asking for help sooner, we may have been able to complete some features sooner.
* This sprint also taught us how to manage our workload.
  + As this is our first time working on a software project with a team, we’re unfamiliar with how to manage tasks for big projects and to document things.
  + This sprint taught us that it’s very important to try get a small number of tasks done daily, rather than cramming multiple towards the end.
* Aside from having a list of tasks to do, this sprint also taught us that we need to have a *flexible project plan* so we can accommodate unexpected events like member being ill or dropping out.

## 5. Final Thoughts

Things to Keep

* + Keep up work ethic and enthusiasm.
  + Keep up with the good communication.

Things to Change

* + Try to identify major issues sooner and try asking for help early.
  + Try to complete a small number of tasks daily so it doesn’t get too stressful.
  + Implement a *flexible project plan* by breaking down our sprint into micro-sprints (a week per micro-sprint) and planning our tasks from there.