Project Sprint Planning Notes

Team: P08-03

Sprint: 0

Date: 25 August 2024

Attended: Yoan-Mario Hristov, Frandom Leo Inovejas, Edward Lim Padmajaya, Evelyn Lie, Chee Kin Go

Scrum Master: Yoan-Mario Hristov

Product Owner: Jyoti Kundu

Development team: Frandom Leo Inovejas, Edward Lim Padmajaya, Evelyn Lie, Chee Kin Go

## 1. Things That Went Well

Our team collaborated effectively throughout the sprint. Communication was smooth, and task division was well-organized, thus ensures that everyone understood their roles and responsibilities. Our regular 4-days a week stand-up meeting on Microsoft Teams kept everyone on the same page, and our GitHub projects board made it easy for us to keep track of who was assigned what task.

## 2. Things That Could Have Gone Better

Although we met the deadline comfortably, there were moments where the timeline could have been tighter. We realized that some tasks took longer than expected due to minor issues like troubleshooting or waiting for feedback from the product owner. In the future, we could slightly reduce our estimates and strive to finish tasks with a bit of extra time. There were a few instances where requirements weren’t entirely clear at the start which leads to some wasted time and minor rework.

Ensuring that all requirements are fully understood by all team members before starting on tasks would help avoid these issues in the future. While tasks were distributed evenly, there were a few tasks where specific team members could have been better utilized based on their strengths. Next time, we might consider aligning tasks even more closely with individual expertise to enhance efficiency.

## 3. Things That Surprised Us

Midway through our sprint, we had to readjust our plans due to some confusion about the requirements. Our team adapted well, but it did highlight the need for even more flexibility in our planning.

## 4. Lessons Learned

From this sprint, we learned the importance of clear communication, both in terms of understanding requirements and in aligning tasks with team strengths. We also realized that while our current timeline management is effective, there’s always room for tightening it up to make our process even more efficient. Flexibility in handling changes is also key, and we’ll continue to improve in that area in the upcoming sprints.

## 5. Final Thoughts

Things to Keep:

1. Effective use of GitHub and Microsoft Teams.
2. Regular check-ins and clear communication.
3. Comfortable timeline management with a focus on meeting deadlines early.

Things to Change:

1. Enhance requirement clarity from the beginning.
2. Align tasks more closely with team member strengths.
3. Be more proactive in managing and adapting to requirement changes.