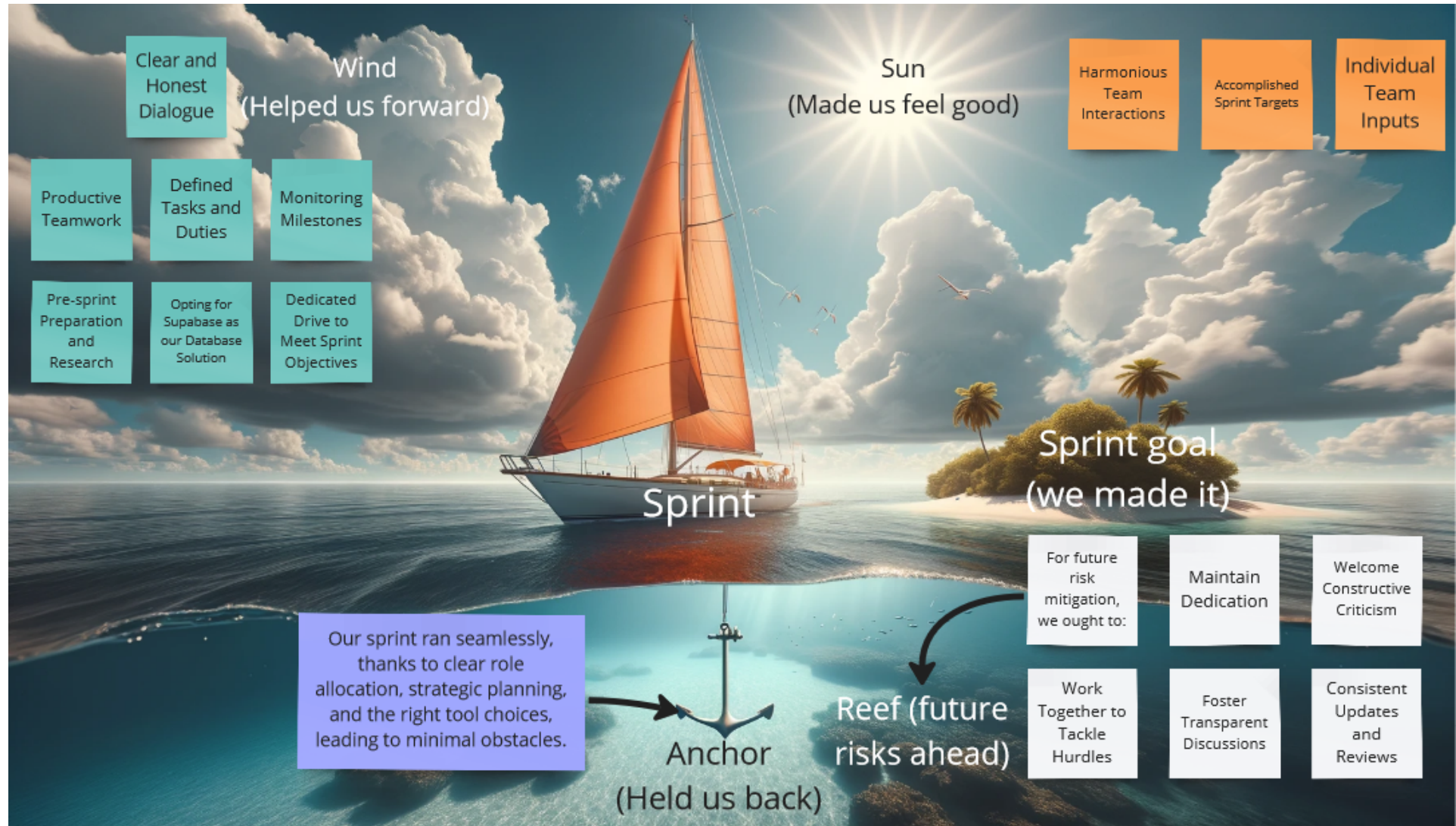


# Sprint Retrospective: Management System (GotoGro-MRM) for Goto Grocery Inc.

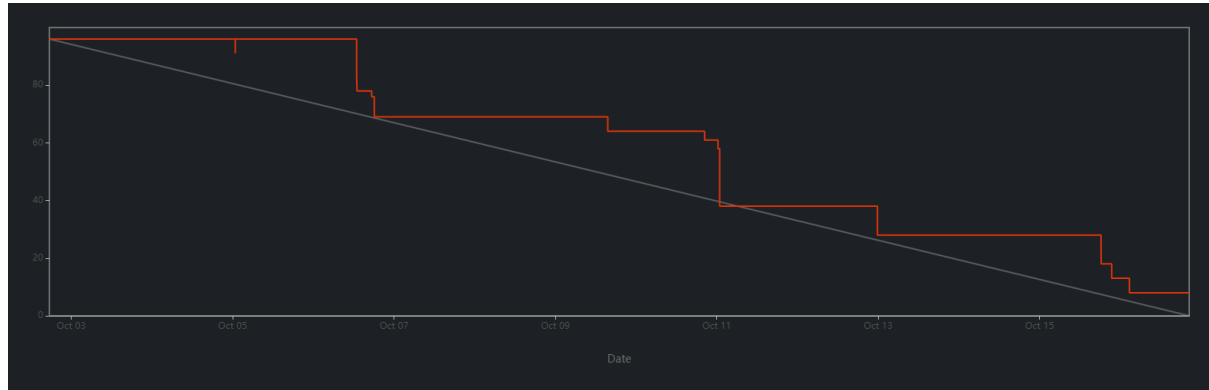
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# Sailboat Retrospective



# Meeting Minutes

***Your team's velocity – ideal (from your ideal burn-down chart) vs actual (from your final burn-down chart)***



Based on the analysis of our burn-down chart for Sprint 2, our initial estimation indicated that we would successfully accomplish all predetermined backlog items within the allocated sprint timeframe. It is worth noting that the burn-down chart, in its current form, may not account for the transition when tasks move from the “In-Progress” phase to the “Testing” Phase. Nevertheless, when we evaluate our ideal velocity against the actual progress achieved, we can assert that our team successfully met the projected ideal velocity.

This estimated vs actual effort underscores our team's capability to maintain a consistent and productive pace throughout Sprint 2. This demonstrates the team's ability to effectively manage and complete the work, even though there may be certain intricacies not fully represented in the chart.

## ***Did your team overestimate your ability? Or did you under-estimate the effort required to complete the tasks?***

Our team's estimation accuracy was generally on target for the majority of the backlog items in Sprint 2. It is worth noting that we encountered a setback in completing one specific task, Task F16, which involved the creation of a prediction algorithm. This particular setback can be attributed to the absence of a well-defined scope and a clear definition of “done” for this particular backlog item.

In hindsight, this deviation from our estimation highlights the importance of thoroughly defining and breaking down each backlog item into its most atomic components. By doing so, we can create a more precise understanding of the effort it takes to complete this item, and any potential challenges that may arise during its execution. It is evident that a comprehensive and unambiguous scope, along with a well-defined definition of “done” should be an integral part of our backlog items to

mitigate the risk of any similar setbacks in the future. This approach will contribute to a smoother and more predictable sprint execution, which ultimately leads to improved accuracy in our estimations.

***What can you do in order to get a better understanding of the "complexity" of the tasks required? Or What can you do in order to get better time estimates next time?***

In order to gain a deeper understanding of the intricacies associated with the complexity of the tasks at hand, we have identified a couple of approaches. One such approach involves the regular organisation of backlog refinement sessions. These sessions serve as a platform where our team can engage in comprehensive discussions about the finer nuances of the upcoming tasks. Furthermore, they enable us to deconstruct larger tasks into smaller, more manageable sub-tasks. This breakdown provides us with a clearer view of the work required and the potential challenges the team might face.

Another valuable method that contributes to our understanding is the review of historical data. We have employed the estimation by analogy technique with a significant portion of our backlog items. This practice has proven to be most effective, and we plan to continue leveraging it in the future. By drawing insights from historical data and the outcomes of past endeavours, we can refine our estimation and bolster our capability to gauge the complexity of future backlog items with greater precision and confidence. These combined efforts empower us to make more reliable estimations, thereby enhancing our project management process.

***Other questions, if any? (Please specify)***

***Your team's process***

***What is working? Why?***

Currently, within our team, two key elements are working:

Firstly, our regular stand-up meetings have proven to be an effective process. These brief, daily gatherings have noticeably enhanced our internal communication and collaboration. The ability to address emerging issues and concerns promptly during these meetings has been pivotal in keeping our project on track. It ensures that everyone is aligned with the team's progress and any potential roadblocks can be quickly identified and resolved. As a result, our overall workflow and efficiency have been notably improved.

Secondly, the utilisation of Jira has emerged as a robust resource for our team. This tool provides us with invaluable visibility to the status of individual tasks and the overall project. It streamlines the tracking of work progress and fosters a collaborative environment among team members. The digital platform facilitates the

efficient sharing of information, documentation, and updates, further contributing to the team's overall effectiveness and productivity.

These two elements are currently fundamental in ensuring that our team operates well, stays well-informed, and efficiently manages the various aspects of this software management project.

***What is not working? Why not? Any suggestions to improve the situation if this occurs in the future?***

One challenge that our team encountered, over which we have limited control, relates to external disruptions. These disruptions can manifest in various forms, such as unexpected work scheduling conflicts or personal emergencies among team members, and they have the potential to disrupt planned work.

To address this challenge, we can implement a strategic approach during our sprint planning sessions. Specifically, we can allocate a designated buffer time within our sprint schedule. This buffer serves as a contingency to account for unforeseen external disruptions that may arise during the course of the sprint. By proactively setting aside buffer time, we can better accommodate unexpected events without severely impacting our sprint goals and timeline.

This prudent approach helps us maintain flexibility and adaptability in the face of unforeseen external factors, which enhances our ability to manage disruptions and maintain sprint efficiency. It is a measure that allows us to respond to the unexpected with minimal disruption to our planned work.