

## Process challenges

Date	06/10/2024
Sprint	3
Scribes	Melissa, Jaemin, Bernice, Shaun, Andrique, Gwyneth

Key:

- Dot points: discussion points
- @: updates

ID	Date	Challenge description, discussion and updates	Solution	Related Risks
1	06/10/2024	<p>Team member Shaun was unsure if he should do a task or not since a teammate was not here for planning poker or for the team meeting, however had texted in the group chat that he would do the task.</p> <ul style="list-style-type: none"> <li>Perhaps the next time that we get together to do Sprint planning, if there are team members not present, we should attempt to include them within the loop through an online call.</li> </ul>	<p>Have meeting minutes available to everyone, after the meeting to ensure those who cannot attend are up to date on the discussed points.</p> <p>Have a hybrid online meeting where team members who are present in person can also join a voice call his ensure that members who cannot physically attend have a means to keep uptodate.</p>	R28
2	06/10/2024	<p>Team members Jaemin and Andrique were working together on the burndown chart implementation on VScode liveshare, when Jaemin's updates were not being saved.</p> <ul style="list-style-type: none"> <li>In this case, there seems to have been a problem regarding one of the two's internet connections, however we are not certain. Shall update if we encounter the same problem again.</li> </ul>	<p>Team members completing a liveshare together should periodically (every 30 minutes) check with each other to ensure that each person's changes are appearing on the other's screen.</p> <p>Continual pushes to git can also ensure that the amount of code that is missing due to synchronisation errors is minimised.</p>	R27
3	08/10/2024	<p>Teammate Andrique is submerged in assignments and seems to be struggling. May try to shift workload off of him should the weight be unbearable.</p> <ul style="list-style-type: none"> <li>Considering the workload that university brings to all those within the group in general, we</li> </ul>	<p>Have other team members help and reallocate tasks to other members. Spreading the workload can ensure that everything can be completed within a timely manner to a high quality.</p>	R26

		may need to consider asking for a smaller workload from our PO		
4	11/10/2024	Teammate Shaun, Bernice and Melissa are busy focusing on an assignment for another unit due soon. Resulting in a quicker pace and less detailed standup meeting compared to the usual 30 minutes weekly update meeting.	Instead of a longer meeting having multiple smaller standup meetings throughout the week can still keep everyone updated on the development.	R16
5	13/10/2024	Teammates Andrique and Gwyneth were confused with the definition of done update user documentation a group discussion was conducted on the 20/09/2024 highlighting the changes made to the definition of done and the reasoning behind some of the changes, this documentation was seemingly lost/ not viewable to the product owner.	<p>A follow up meeting with the product owner will have to take place where the correct documentations can be handed over to the product owner.</p> <p>File management processes will need to be reviewed to ensure that documentation will not be missing during the next sprint.</p>	R5