SPRINT #1
Retrospective

<u>Team reflections</u>

- What worked for you during this sprint?

  - The communication methods being used by the team really helped in keeping the team updated in terms of the status of the work being done in the sprint.

- What didn't work for you during this sprint?

  - The allocation of tasks was arguably the biggest problem that the team faced during this sprint. The coding component was completed primarily by 1 or 2 members, with the rest focusing mainly on documentation work.
  - Team members do not know about new commits or changes to artifacts that they are not working on - do not regularly check for changes in the repository.
  - Task tracking using Trello was only followed by 1 team member while the rest of the team members did not make any contributions to the Trello team board.

- Improvement suggestions?

  - At the start of the sprint, the team should allocate tasks more evenly and agree on the tasks that each member should complete.
  - Team members should look at the repository regularly (3 - 4 times a week). Another approach would be for the team member who made the new commit to inform the whole team (eg. Facebook conversation)
  - Regular updates (at least 2 times a week) should be made on the Trello board regarding the status of a particular task/user story.

<u>Individual reflections</u>

Quang:

- What worked for you during this sprint?

  - The meetings every Friday (the workshop) allows me to get my teammates on track and up to date with modifications I make towards the code base.
  - All decisions on artifacts are discussed around the group so everyone understands the decisions made.

- What didn't work for you during this sprint?

  - The meetings are hard to adhere to since I have multiple units with many assignments.

- I do not use Trello and don't add in my contribution until the last minute since I'm mostly interested in coding and getting the features the clients want functional.

- Improvement suggestions?
  - I need to use Trello more from now on. Regular access to the web application will allow me to get better at using Trello for task tracking.
  - More team members should do the coding instead of just me.
    - Functional correctness and implementations of features are not the only qualities relevant to the executable artifact. Documentation, refactorings for better design can be an important aspect to target.

Jack:

- What worked for you during this sprint?

  - Working as a team.

- What didn't work for you during this sprint?

  - Attempting to work on the coding aspect of the project in times where the group was not together.

- Improvement suggestions?

  - Obtain a clearer understanding of tasks that should be completed at the start of a sprint, as opposed to randomly completing parts of the work here and there.

Isara:

- What worked for you during this sprint?

  - I believe that we worked well together in terms of collaboration for product documentation.
  - We bonded well as a team and were able to communicate with each other effectively.

- What didn't work for you during this sprint?

  - The allocation of tasks were not done so properly. Leading to confusion amongst the team of who should be doing what.

- Improvement suggestions?

  - To closely follow the process we've decided on during the project inception phase. And to properly allocate tasks to each specific member to improve the overall group efficiency.

***Vibhas*:**

- What worked for you during this sprint?
    - Communication via phone and Messenger was really useful and helped me communicate with the team properly.
    - Being able to get in contact with our client via email was helpful as well.
    - Getting constant updates from the team members regarding the work on the project really helped in understanding the current status of the sprint.
    - Having separate branches helped a lot and allowed me to work on the tasks independently and since this sprint's purpose was to get the revisions' information which would make this task the elementary task to have before starting work on other tasks, separate branches became really helpful.

- What didn't work for you during this sprint?

    - If the allocation of tasks was done in a better manner, more tasks could have been accomplished.

- Improvement suggestions?
    - Better methods of allocating tasks.
    - Better use of Trello by the team members.

Manvendra:

- What worked for you during this sprint?
    - Meeting up with the team, discussion and documentation of the sprint.
    - Communication with the team using the group chat was effective and we kept up to date with the project updates.

- What didn't work for you during this sprint?
    - Allocation of tasks was done poorly and all the team members weren't held responsible.
    - Trello wasn't frequently used by all the team members.

- Improvement suggestions?

    - Clearer division and allocation of tasks will definitely help finishing the tasks on time.
    - Frequent usage and revision of trello boards in relation to the status of user stories to bear in mind the tasks to be completed.

Expected protocol vs actual protocol:
1. The team initially decided to meet twice a week, but this did not happen due to other commitments of the team members. The corresponding point in the Project Inception would be modified to better reflect the team members' meeting possibilities.

2. Tasks were supposed to have an estimated time on Trello, but this did not actually happen.
3. The only programming language to be used was decided to be JavaScript. But this was modified to Python.
4. The tasks to be done in this sprint were supposed to be allocated to team members, but this did not happen.

Unplanned items that popped up:
1) Initially, all files (no matter the scope) will be printed along with their revisions. However, this app which targets visual representation of individual's contribution in team projects, should not care about files that are not in team drives. Thus, the scope of the returned output was narrowed down from all files in the user's Drive to just the files inside the user's team drives.
2) Nonetheless, the returned output can be gigantic as a user may be participating in multiple team drives or the user just wants data from 1 specific drive which makes returning data from every team drive wasteful work and unnecessary clogging up of display screen. Thus, the scope of the returned output is again narrowed down to just returning files and their revisions from the drive specified by the user.

List of improvements for next sprint:
1) Even division and allocation of tasks to all the team members at the start of the sprint.
2) Frequent usage and updation of Trello boards in relation to the status of the user stories.
3) Regular checkings (3 - 4 times a week) of the repository so team members are up to date with the latest contributions/advancements of the project.
4) To closely follow the software development process decided at the inception stage to improve overall efficiency.