

Project Sprint Planning Notes

Team: team-project-group-p04-03

Date: 11/08/2025

Attended: All Team Members

Scrum Master: Krishitaa Purusothaman

Product Owner: Dale Stanborough

Development team: Harmandeep Singh (s4009171), Gurnoor Kaur (s3991487), Fazila Qurban Ali (s3667195), Krishitaa purusothaman (s3962111), Ninh Duy Huynh (s4003174), Mohamed Bilal Naeem (s3967700)

1. Things That Went Well

- **Successfully Set Up Projects and Scrum Board:** The team effectively established the project framework and Scrum board, facilitating organized task management.
- **Reviewed and Clarified Rubric Requirements:** The team thoroughly reviewed and clarified the rubric requirements, ensuring a shared understanding of project goals.
- **Defined Key Epics Early:** Key epics for the core functionalities of the vet care management system, such as login and user management, were defined and selected early in the sprint.
- **Consistent Attendance:** Team members consistently attended weekly meetings at the specified times, maintaining good communication.
- **Structured Future Tasks:** A clear structure and plan for future tasks were established, providing direction for the next sprint.
- **Consistent Documentation:** The team followed a consistent structure for the SRS document and User Cards, ensuring clear documentation.

2. Things That Could Have Gone Better

- **Confusion Around Acceptance Criteria:** There was some confusion regarding acceptance criteria and task responsibilities, which led to delays in completing tasks.
- **Uncertainties in GitHub Updates:** Initial meetings revealed uncertainties about GitHub repository updates and task allocations.
- **Less Focused Meetings:** A few meetings were less focused than anticipated, leading to inefficiencies and time management issues.

3. Things That Surprised Us

- **Unexpected Confusion:** The level of confusion around acceptance criteria and GitHub updates was higher than expected, affecting task progress.
- **Meeting Efficiency:** The degree of inefficiency in some meetings was surprising, impacting overall productivity.

4. Lessons Learned

- **Enhance Clarity Early:** It is crucial to enhance clarity on acceptance criteria early in the sprint to prevent confusion and delays.
- **Assign Epics Effectively:** Assigning epics or themes to individual team members can prevent duplicate efforts and improve efficiency.
- **Communicate Responsibilities Clearly:** Clear communication regarding individual responsibilities and GitHub updates is essential for smooth task execution.
- **Streamline Meeting Agendas:** Meetings should have a focused agenda to ensure all topics are relevant and time is used efficiently.

5. Final Thoughts

- **Things to Keep:**
 - Continue setting up projects and Scrum boards effectively.
 - Maintain consistent documentation and structured planning.
 - Keep up with regular meeting attendance and clear communication.
- **Things to Change:**
 - Improve clarity on acceptance criteria and task responsibilities at the start of each sprint.
 - Assign epics or themes to avoid overlap and enhance efficiency.
 - Ensure that meeting agendas are streamlined and focused on essential topics to reduce inefficiencies.