Introduction

This document reports the results of a retrospective activity that our team conducted as part of our university project. The project involved developing a website for a fictional company using agile methods. The retrospective aimed to reflect on our team's work process and identify what went well, what went wrong, and what can be improved in the future.

What was good during the teamwork

We collected feedback from each team member on one thing that they think was good during the teamwork. We then voted on the most important or urgent items using a dot voting method. The following list shows the items and their votes:

- Effective communication and collaboration among team members (5 votes) (0 against) - High priority
- Defined MVP Scope (3 vote) (1 against) – High priority
- Timely completion of tasks and meeting of deadlines (2 vote) (2 against) – high priority
- Team members were supportive of one another and contributed effectively (5 vote) (0 against) - High priority
- Most deliverables were of decent quality (3 vote) (0 against) - High priority
- Clear goals and expectations were set and met (2 vote) (1 against) - Medium priority
- Everyone had a clear understanding of their roles and responsibilities (2 vote) (1 against) - Medium priority
- Respectful and constructive feedback given and received (4 vote) (0 against) - Medium priority
- Strong sense of accountability and responsibility among team members (3 vote) (0 against) - Medium priority
- Completed website development prep work (1 vote) (2 against) - Low priority

What was bad during the teamwork

We collected feedback from each team member on one thing that they think was bad during the teamwork. We then voted on the most important or urgent items using a dot voting method. The following list shows the items and their votes:

- Late start of development phase, need to complete code in a short time (3 votes) (1 against) - High priority
- Communication breakdowns occurred in a few instances, leading to misunderstandings and delays in task completion (1 vote) (3 against) - High priority
- Some of the content had poor quality (2 vote) (0 against) - High priority
- Lack of motivation among some team members (1 vote) (0 against) - High priority
- We did not use the time efficiently (2 vote) (1 against) - Medium priority
- Lack of clarity around goals and expectations, resulting in confusion or misalignment (1 vote) (1 against) - Medium priority
- Some tasks will not be completed until the deadline (2 vote) (1 against) - Low priority
- Minor deviations from the project timeline or scope (1 vote) (3 against) - Low priority

Action items to do differently based on the previous

Based on the previous feedback, we agreed on ten action items that we suggest for improvement in the future. We then voted on the most important or urgent items using a dot voting method. The following list shows the items and their votes:

- Set realistic deadlines and track progress towards meeting them, making adjustments as needed (5 votes) (0 against) - High priority
- Strengthen communication channels within the team, emphasizing the importance of clear and timely communication (5 vote) (0 against) - High priority
- Encourage constructive feedback and address conflicts or disagreements as soon as they arise (3 vote) (0 against) - High priority
- Foster a supportive team culture where everyone is encouraged to contribute and collaborate (4 vote) (0 against) - High priority
- Use Jira to assign tasks more efficiently during the code development phase to control progress (3 vote) (0 against) - Medium priority
- Starting working early in the week (3 vote) (1 against) - Medium priority
- Periodic update on tasks over the week (3 vote) (1 against) - Medium priority
- Develop a plan for conflict resolution if issues arise (1 vote) (2 against) - Medium priority
- Establish regular check-ins or meetings to ensure effective communication and address any issues that arise (2 vote) (1 against) - Low priority
- Establish clear goals and expectations for each team member, and ensure everyone has a clear understanding of their roles and responsibilities (1 vote) (2 against) - Low priority

Conclusion

The retrospective activity was a useful way for our team to reflect on our work process and identify areas of improvement. We learned from our strengths and weaknesses, and agreed on some action items to improve our performance in the future. We plan to conduct another retrospective at the end of the project to evaluate our progress and outcomes.