

SEPT Assignment Sprint Retro Notes

Team: 2

Sprint: 0

Date: 14 August 2020

Attended: Shreya, Stephanie, Catherine, Jeremy, Anthony

Scrum Master: Stephanie

Product Owner: Shreya

Development team: Shreya, Stephanie, Catherine, Jeremy, Anthony

1. Things That Went Well

We scheduled weekly meetings which really helps us discuss what we need to do and all the problems we are facing. We kept in constant communication and were able to discuss any problems that we have. We also managed to get our tasks done before our scheduled meetings.

2. Things That Could Have Gone Better

The team believes that although we had regular meetings, we could have provided more input, such as a simple yes or no. This would help, especially during these times when meetings are done online and connection issues could arise. Another point brought up was that the team could have been more organised, in the sense that we should have known what we should be doing before we started. This would have helped the group progress better, as there was a bit of confusion as to what was needed to be done for the milestone, as well as the tasks that needed to be completed for each lab.

3. Things That Surprised Us

We were surprised by the structure and timeline of the sprints. We were unaware that the first sprint was sprint 0, and were working as if it was sprint 1. It was surprising to discover that the first sprint was different to the others, as well as that the duration of the sprints were fixed at 2 weeks.

We were also surprised by the amount of documentation that we had to produce in this first sprint. We found that we needed several meetings a week to ensure that everyone was on track and that we could complete all the required work.

4. Lessons Learned

The team has decided that from now on, we will take a look at the requirements and rubric for assessment at the beginning of the sprint so that we know what exactly is required for each milestone at the beginning to avoid any confusions in the duration of the sprint.

5. Final Thoughts

Things that we need to keep is the amount of communication we have as communication plays a very important role in teamwork, therefore, we have scheduled weekly meetings through Microsoft Teams. It increases the efficiency of assigning tasks for each member beside that it also helps us to discuss what's the task for each member and helps to keep track of each member's progress. The team members also manage to finish their task before each meeting which allows us to spend more time on discussing upcoming tasks.

Things that we need to change is getting more clarification about what are tasks for each week so we won't spend much time on the task that doesn't even have marks and be well prepared before each meeting starts as there is a confusion on what we should do for each week.