

## SEPT Assignment Sprint Retro Notes

Team: 2

Sprint: 3

Date: 6 October 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**

The team agreed that this was one of our better sprints. We planned out the sprint really well in terms of tasks and explained them at the beginning, which meant that there was less confusion around them. We had better time management overall and had our regularly scheduled meetings for any clarification and issues.

### **2. Things That Could Have Gone Better**

In this sprint, we could be more consistent with updating the Trello Board and sprint backlogs as it is important to let others know what task has been done and it will cause confusion when the Trello board and sprint are showing different progression. We also realise that we could have gone better in time management by ensuring all issues are sorted out before meetings.

### **3. Things That Surprised Us**

We were surprised that this sprint seems shorter than the previous sprints. This is because it is better planned so we managed to complete all of our tasks ahead of time. We were also surprised that we encountered less issues compared to the previous sprints.

### **4. Lessons Learned**

We learned that it was better to have a look at the milestone submission requirements at the beginning of the sprint planning so that we could account for everything that needed to be done, rather than scrambling to finish tasks close to the submission deadline. We also learned that it is important to ensure everyone is aware of what they need to do for the sprint and when it needs to be completed by.

### **5. Final Thoughts**

Based on our reflection of this sprint (i.e. Sprint 3) the group believes that something should be kept and brought to the next sprint would be the way we did our planning. We believe that having the individual explain the tasks assigned to them would be a

good idea, as it allowed for other members to ensure that they had understood the tasks correctly or if any correction needed to be made. Something that could be, and should be, improved is communication within the group. Although tasks were explained, some members still experienced issues and didn't bring them up during meetings. In future sprints members should bring up issues they encountered during meetings or even outside meetings so that they can be addressed. Members should also know exactly what they should be doing and when they need to finish these tasks by.