

## SEPT Assignment Sprint Retro Notes

Team: 2

Sprint: 4

Date: 14 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

In this sprint, what went well was everyone knowing what to do with their tasks as there was less confusion in comparison to previous sprints. Another thing that was good was the consistent meetings and timings. Following advice from our client, we started to write comments in our Trello board which turned out to be useful as it helped to update the group with everyone's progress.

### 2. Things That Could Have Gone Better

During this sprint we could have done better at updating the Trello board to include descriptions of each task so that someone coming into the project would be able to understand what each task was and where the person working on it was up to. A lot of code was also left to the last minute, meaning not all tasks could be completed when they should have been. Similarly, we had issues with communication about issues or errors, resulting in problems being brought up much later than preferred, making it difficult to fix in the appropriate time frame.

### 3. Things That Surprised Us

During this sprint, the fourth sprint, the group was surprised by the lack of communication. The group is in its fourth sprint, and yet, members are still not bringing up issues when they come up and leaving them to meeting times. The group has other means of communication, such as messenger and MS Teams chat, so there is no lack of communication tools. As such, it was very surprising that members still didn't communicate much outside of meetings and only brought up issues during meetings.

### 4. Lessons Learned

We learned that it is important to go over tasks to ensure that everyone knows what they need to do for the sprint. We also learned that regular meeting times were effective in order to discuss any doubts that we have about our current tasks as well as helping others with their issues.

## **5. Final Thoughts**

Things that need to be kept are Trello comments and descriptions, as it updates each member progression to everyone, so each member will know what is the task progression. As we are having regular meetings we found it helpful in discussing issues, getting clarification, or just to have a general discussion on the project. We found that going over the tasks from start during sprint planning is very helpful as it provides us with a better idea of what should be done. Things to be improved is communication to have regular checkups over messaging not only during meetings.