

14/8/2020

Team: 1

Sprint: 1

Date: 14/8/2020

Attended:

Scrum Master: Brodey Yendall (s3718834)

Product Owner: Amir Homayoon Ashrafzadeh

Development team:

- Lawrence Abdelmalek (s3656022)
- Abrar Alsagheer (3707180)
- Richard Wang (s3720241)
- Elizabeth Tawaf (s3723812)

1. Things That Went Well

- Good management and team work
 - Great setup for meetings/planning sessions/etc. (good work Brodey!)
 - Great teamwork and collaboration between members (thanks Brodey!)
 - Team worked well together
 - Everyone is putting good effort
 - Good management from Brodey and good participation from everyone
 - Very good organisation, everyone finish their work on time, everyone respects time and try to attend all meetings.
- Development flow
 - Good use of pull requests to merge features into develop.

2. Things That Could Have Gone Better

- Documentation
 - Potentially have more diagrams or confirmation of designs for the services/database
 - To help link the front end to the back end
 - To help with developing APIs and using APIs
 - Not adding story points/descriptions to our Jira stories/tickets
- Work allocation
 - Allocation could use some work. People didn't have enough work and others did too much
 - We have improved it with the implementation of story points
- Planning
 - More prior planning and preparation for the meetings
 - Focus on what is due for the next milestone and not so much for the rest
- Meetings
 - Meetings too long
 - The length is good because we cover everything
 - Planning should help
- Developer flow
 - No communication between front end and backend idk what front end is doing
 - Knowledge sharing session
 - Documentation and diagrams will also help

3. Things That Surprised Us

- We did more work than I expected
- The services worked much easier than I expected, as in I was expecting more errors and issues
- The team is ahead of schedule
- Front end is not that bad

4. Questions

- Should we have a column in Jira for "In review" for PRs awaiting approval?
 - No downside for it so we can add it
 - Leave comment when waiting for review and who will be reviewing it
- Should we delete our old branches after they have been merged?
 - Discuss with Homy
- Should we reassign old tickets/stories that we didn't end up doing work for? (Actually this is an epic AS-3) Which then leads me to ask who should close epics?
 - Epics shouldn't be closed, assigned or have story points
- How can we collaborate better

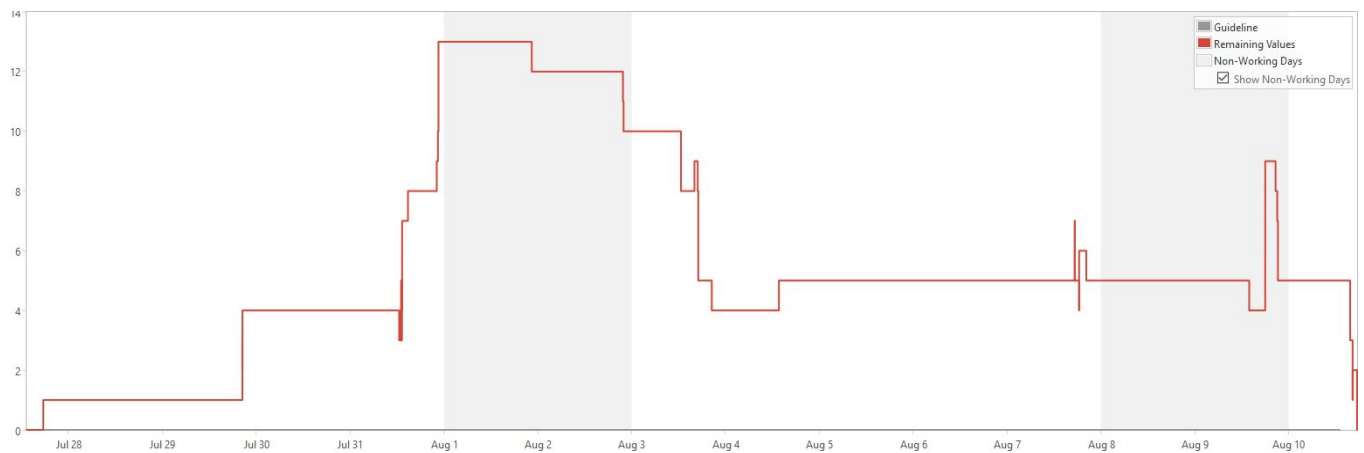
- Knowledge sharing session

5. Lessons Learned

- Good team allows for good and predictable progress
- Story points are vital for accurate work allocation
- Documentation and communication between sub teams is important

6. Final Thoughts

- Things to keep, things to changeMore documentation/diagrams for work done or work planned. Assign someone work to create documentation
- Keep up with the story points and descriptions on the new jira tickets
- Allocate time for planning for meetings
- For next sprint planning look at Milestone 2 requirements and focus on those first
- Knowledge sharing session to link the back end to the front end



11/9/2020

Team: 1

Sprint: 2

Date: 11/9/2020

Attended:

Scrum Master: Brodey Yendall (s3718834)

Product Owner: Amir Homayoon Ashrafzadeh

Development team:

- Lawrence Abdelmalek (s3656022)
- Abrar Alsagheer (3707180)
- Richard Wang (s3720241)
- Elizabeth Tawaf (s3723812)

1. Things That Went Well

- Documentation and communication
 - For setting up the front end
 - For setting up the docker
- API Documentation
 - Wrote an excel document for API documentation.
 - Ignoring the swaggers and focusing on the google sheet
- Great knowledge sharing sessions. I have a much better understanding of backend and frontend
- Great management
- Everyone attended on time
- Starting test work :)
- Got 90%+ for milestone 1
- Amazing feedback on sparkplus :D

2. Things That Could Have Gone Better

- We should try to make our pull requests smaller to make it easier for the reviewer
 - Ease for reviewer but a pain for the developer
- Quicker reviewing of pull requests
 - Message the group chat if the PR, reviewed within a day, tell them if priority.
- Having more test data in the database
 - Wait until the AWS database
- Make sure we keep merging and opening pull requests, don't commit directly to develop
- Sprint planning could be done before sprint starts so we can estimate and commit to x number of story points before starting

3. Things That Surprised Us

- How quickly we finished the new functionality
- All backend services up and running :)

4. Questions

- Should we have empty epics?
 - No, we will stop making pre emptive epics and only make them when needed
- Should all stories have epics?
 - Yes, we should have an epic for every story
- Should epics be marked as complete?
 - Tes, when the task is complete then it is done and we create another epic if we go back.

5. Lessons learnt

- Documentation to help other developers with setting up environments are very beneficial
- Tests should be done while or before development occurs

6. Final thoughts

- Swagger documentation will not be maintained, it has been replaced by the better google sheets documentation
- Try to keep pull requests smaller by breaking down the requests for those that need it. Not all requests should be broken down to prevent developer annoyance.
- Members will be notified of pull requests through facebook messenger (our primary messaging tool) with notes if the pull request is high priority and a lightly reinforced one day approval time.

