Project Sprint Planning Notes

Team: P09-05

Sprint: 0

Date: Date of the meeting

Attended:

Scrum Master: Francis Zaldarriaga

Product Owner: Jyoti Kundu

Development team: Renato Miguel Alvarez, David Pham, Esmatullah Akhtary, Riveen Rushmal Perara, Francis Zaldarriaga, Sandesh Mann Mangat

## 1. Things That Went Well

*The tasks were organised and divided equally between group members, this ensured the workload was balanced. Group members were also able to finish their assigned tasks on times, meeting all deadlines. We were able to achieve solid teamwork, effective communication and mutual support within the group. This allowed us to promptly address work related concerns. This was reinforced with out regular meetings (daily standups) held 3-4 times a week.*

## 2. Things That Could Have Gone Better

*While we did succeed in a number of areas, there were some areas that needed improvement. Our overall communication with the Product Owner was sometimes unclear, which led to confusion with some feedback. Creating the definition done required multiple revisions as we had a unclear interpretation. Misinterpretations of effort values and vet user classes were also present, and required us to again, revaluate our requirements. Initially the meetings days were too close together, and as result, not enough time for work in between meetings for us to talk about, and the tight schedule made it a bit harder for us to all meet.*

## 3. Things That Surprised Us

*There were some aspects that were surprising and unexpected to us, mainly not anticipating having to learn new technologies and frameworks such as Spring Boot, Thymelef and IntelliJ. While it was not entirely used for Sprint 0, it came as a concern for providing effort values as we at times based these values on our knowledge of these technologies. We also did not expect to have such large volumes of meetings, though this was something that we had to adapt and eventually felt comfortable with.*

## 4. Lessons Learned

*From what we had mentioned above, it became clear that communication that was consistent between the group and PO was crucial to continue with the progress and rate of our work. Additionally, the team learned the value of timing tasks ahead of time, and utilising tools like checklists and github boards to organise and track these tasks.*

## 5. Final Thoughts

*Things to Keep*

*Ideally, we hope to maintain the frequency and regularity of meetings, as we believe it helped to ensure we are informed and engaged. The consistent communication is also beneficial for us to proactively do, as well as being proactive in utilising the Github board and checklist. Overall we aim to consistently meet our deadlines in a timely manner, which we hope will contribute to the project’s succes*

*Things to Change*

* *For next sprint, we aim to focus on improving on the communication we have with our product owner. As such, we hope it will refine our perspective of the projects requirements and therefore avoid misunderstandings and doubts.*