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CS250 – Software Development Lifecycle 22EW4

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**Final Project Sprint Review and Retrospective**

The Scrum-agile methodology is a project management method that focuses on the use of communication and smaller development increments to promote flexibility and customer satisfaction. The SNHU Travel project is the first project taken under this newly adopted methodology. We had the opportunity to experience all roles throughout the completion of this sprint. It quickly became apparent that a full understanding of all roles is essential for a successful project. As this sprint ends, we must review all the work that was completed. We will begin by reviewing each role of an agile team.

The scrum master is often referred to as the servant leader of the team. Their main responsibilities include planning sprints, facilitating daily scrum meetings, backlog grooming, and eliminating obstacles or distractions for the team. With communication being extremely important to a successful agile project, the daily scrum was a huge asset to the team. This meeting is a quick fifteen-minute meeting where the entire team takes turns explaining what they did yesterday, what they will do today and what obstacles they face. This ensures that everyone on the team is on the same page and aware of what others are doing. It also provides a quick brainstorm session to work through a basic plan for some of the obstacles.

During my role as a scrum master for SNHU Travel, my first responsibility was to set standards for the scrum meeting. For this, I sent out the following guidelines for an effective scrum meeting:

| **Communication Guidelines**  (scrum events and rules) | * Regular daily meetings will be held each morning (9 a.m. EST). * Meetings will be attended in person as much as possible. * If a meeting must be canceled, the Product Owner will send out notifications as early as possible * All members of the team will take turns recording and sending out meeting minutes for every meeting. * Meeting minutes will be sent to all participants within 24 hours. * Responses to emails are expected within 24 hours unless otherwise noted. |
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By laying out basic ground rules and leading by example when it comes to the format, we were able to kick off a successful meeting. When the conversation went off topic, I was able to get us back on topic and hold the off-topic discussions for a separate meeting. This is extremely important. The fifteen-minute meetings are extremely short and must be kept as productive as possible. Strong plans and even stronger communication are key to an effective scrum master.

The product owner is a role that works closely with the scrum master. As the liaison between the team and the clients, their responsibilities include defining clear requirements, setting priorities, and maintaining the team backlog. Another responsibility is creating user stories. These are essential in documenting and delegating tasks.

As product owner, I needed to create user stories. These stories listed out requirements from the client and prioritized the importance of each. A description of the requirement and any details or notes were also included to give as much direction as possible. These stories helped the team delegate tasks and figure out an order in which to work on them. If the request was still too vague for the development team, it was my job to communicate with the client for clarification. I also needed to communicate with the team when the client wanted to switch one of the requirements from a list of top destinations to a slide show format. The client also wanted the top destinations changed from being based on user settings to being detox or spa related destinations.

The next role that I fulfilled was that of the tester. The responsibilities for this role do not just include fixing bugs. As a tester, I worked closely with the developer to test concurrently with their development. I had to keep clear documentation of what was tested and track the successes as well as the shortfalls then communicate them back to the team. When requirements were not as clear as they could be, it was my job to reach back out via email for clarification. An example of that email is as follows:

“Dear Product Owner,

In looking into the development of the new website functions, I was unclear on your vision as it pertains to the general layout. Can you please take the time to clarify a couple of questions so we can ensure that the requests are met as accurately as possible?

**User Story #2 – Incorporate profile settings**

* Do you have a full list of settings to include? (vacation type, price, etc…)

**User Story #4 – Top 5 list of vacations based on profile settings**

* Is the vision one list with all 5 options on the same page or more of a slide-show approach with each option on it’s own page?
* How will this list be ordered? (price, type, popularity, etc…)

Please look over the list of questions and respond back at your earliest convenience. If you would like to discuss this in more depth, please feel free to let me know and I can setup a meeting.”

This email was a simple and effective way of communicating my need for clarification. By briefly explaining what I needed followed by a bullet point list of the details, the product owner now has a specific list of questions to either clarify themselves or use to reach out to the client. Again, we can see how important communication is for a successful agile approach.

The developer is the final role that I had the privilege to experience. Developers on an agile team have a much more expanded role than on teams that may be using a method like the waterfall method. In addition to developing the product, they have heavy participation in the daily scrums, planning, estimating, and testing. They also need to be aware of any changes made to the requests. Since an agile methodology promotes flexibility, the developer is expected to be flexible as well.

That flexibility is key when implementing changes on the fly. It is not unreasonable to expect a client to change their mind on what they want or to not have a full picture of what is needed at the start of a project. In these cases, the team will often need to pivot in the middle of the project. As mentioned before, during this sprint, the client decided to go with a slideshow format instead of a list. Additionally, they wanted different criteria to be used for the slideshow as it was to focus on detox and spa destinations rather than user settings. These types of changes are what makes an agile approach so great. Since the agile approach focuses on effective communication, develops in small increments, and is constantly tested, we were able to communicate a change and implement it in our development in the middle of the project. The waterfall method, while having its own benefits, would not have been as flexible for this task. When developing a large project with some unknown details or where change is to be expected, an agile method fits nicely. Since the SNHU Travel project fits these criteria, the agile methodology was the correct choice for this project. A waterfall method is useful for smaller projects where the requirements are very clear and not expected to change.