**IFB299 Sprint1 Retrospective**

***<24 Wave Makers>***

***Team Member 1 Qiang Hu (Leo) N9842195: developer***

***Team Member 2 Feiyu Zhu N9857575: client and developer***

***Team Member 3 Kai Yip Chan N9594213: developer***

***Team Member 4 Chow, Tsz Heen Marco N9592121: developer***

**TUTOR**

***Mustafa Hussaine***

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* Effective communication with the team

**What we did well?**

As a team, everyone is willing to participate and contribute to the assessment. Each task and homework for each week, everyone participated and helped each other. The contribution as a team would guide each other and produce a qualitative outcome. After the forming the team in week, we created a group chat on WhatsApp as our main communication method as well as Facebook and email. In addition, we also created an online storage drive where each week’s work can be uploaded to the google drive so that everyone could access to the files. This was a terrific way to share documents (requirements records, diagrams’ pictures) among each member but however every member needs to be given authority to access to the shared google drive folder. Our team also agreed on the team name as Wavemaker and shares the roles that each member would be playing which are the developers and clients. In addition, as a team each task is agreed to be assigned to each person for efficiency. We hold a meeting weekly. Every member is required to attend the meeting on every Thursday afternoon. The meetings last for two or more than two hours.

**What we did not do well?**

We didn’t assign the assignments to each group member before the weekly meeting so that we were not able to talk about the problems we met during the tasks. During the meeting, we assigned the tasks and everyone started to do their work. That was why every meeting lasted so long. This also led us cannot talk about the difficulties that we met while doing the work. Though we all focused on our work, the project still went slowly.

**What will we do differently next time to improve the performance of the team?**

We will make work of each group member clearly before the weekly meeting, so that we can talk about how our work is going so far and figure out the problems that impede our progress together, if any.

* Effective team participation

**What we did well?**

All requirements and feedback from the client and tutor were recorded by developers. These important feedbacks are then taken into consideration for our further development. Some of the required features from the client were reviewed and discussed by us develop team. As a result, the features that are required at the beginning are improved after client and developers’ meetings and agreements. As an example, the clients want the website used by four user types and for each user types there would be different content. After discussions, the client agreed to the developer’s suggestions to set the different user types to access to all content and with the recommendation displayed first.

**What we did not do well?**

The planning of what should do was good but however, at first, most of the required software and some processes were rough. This was the point where we did not know what software we were supposed to utilize for the project. By asking the tutor on the software and problems that we faced, was later solved and continued with our development. If similar cases or situation happens, as a team we would know better to solve it. We came up with many ideas but most of them were out of our reach and we had to get them rid of after spending plenty of time without getting anything.

**What will we do differently next time to improve the performance of the team?**

Before the projects begin, as a team we could investigate what requirements are need in terms of skills, software and knowledge. When taking consideration of the feedback from the client and tutor, as a team we need to decide which tasks or any requirements are to be divided or work together to solve each problem.

* Effective efforts to control the quality of the project

**What we did well?**

During the process of the project development, every task that the team worked on are ensured by all members in the team to maintain the quality. Each artifact was passed through and checked by at least two members in the team as to ensure that everything works accordingly. In addition, the latest task was checked with the client in order to maintain the correct direction. Double checking the same designed work is a way to keep track of the team’s progress and maintain the quality of the work so that mistakes or error could be solved as soon as possible if occurred. As the team continues with the project everything could be maintained. In addition, after each task are nearly done, they will be compare against the user stories and sprite 1 on whether if the task complies.

**What we did not do well?**

The sprint plan had needed to be corrected to two sprint plans as a result of delaying the process of the project. The sprint plan was immediately corrected to the right format accordingly. This was because of misunderstood when we read the requirements.

**What will we do differently next time to improve the performance of the team?**

In the coming tasks in the future we will be able to locate the mistake. We will double check the requirements of all the things and when facing problems, we will ask tutor or other groups for help as soon as possible. Only by this we will not make similar mistake again.

Effective keeping the client or tutor informed

**What we did well?**

Because all the IS students in our group have the knowledge of python, so the client of our group took the role of a developer as well. Which means that the client knows how the process of our project is going and can get the information of due date of each artefact. Since the client of our group took part in the develop work, the client received deliverables on time.

**What we did not do well?**

Since the client in our group is a developer as well, the work of client and developers were sometimes mixed and cause the confusion of the group, and this led to the waste of time. And we missed a role of SCRUM master who can organize and take everything under control.

**What will we do differently next time to improve the performance of the team?**

We will make the role of each person clearly and make a person become the leader to make everything organized, so that we do not need to spend too much time on discussing who to do what work.

* Issues raised

**What we did well?**

The team overall is performing according to the standard. Though we faced time problem, technical material problem and some other problems, we tried our best to address them. We got rid of some parts of sprint 1 or moved them to sprint 2 after the discussion with client. Then we caught up with the schedule.

**What we did not do well?**

The team did fall behind in the process over the time given us to finish the tasks. This was mainly because of the team was not clear on what was supposed to be done in order to proceed with the project. The team did not know about Django which were supposed to be used to create the final project. The developers spent time of learning how to use it and create the project with our designed features. Apart from Django, git hub was another online backup method with the team was the first time to access it. As a result, most of the work which the team worked on wasn’t uploaded to it.

**What will we do differently next time to improve the performance of the team?**

In the future and other similar situations, we would clear go through what is needed to continue with the project that we will be working on. This would avoid a rushed timing which would lead to a low quality of the final project.