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Retrospective Sprint <1> of Group <Path5>

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1. What went well in the sprint (Individually Written)?

Our team holds regular Scrum meetings twice a week, taking place on Wednesdays and Fridays. This strikes a balance between staying updated and avoiding the overly frequent daily scrum meetings that might not fit well to our situation. These meetings check everyone's progress ensuring that no team member gets left behind. This approach ensures us to get tasks done on time and stay away from time-related stress during development process.

Furthermore, we have well-organised meeting agendas. Prior to each meeting, a clear agenda will be released, outlining the objectives for the upcoming meeting. Important details such as discussion outcomes and lingering questions will be recorded during the meeting. This approach makes the group's progress very clear. The meeting agendas also act as out handy reference for anyone who is not clear what they are supposed to do, ensuring everyone has a clear goal to work towards during development.

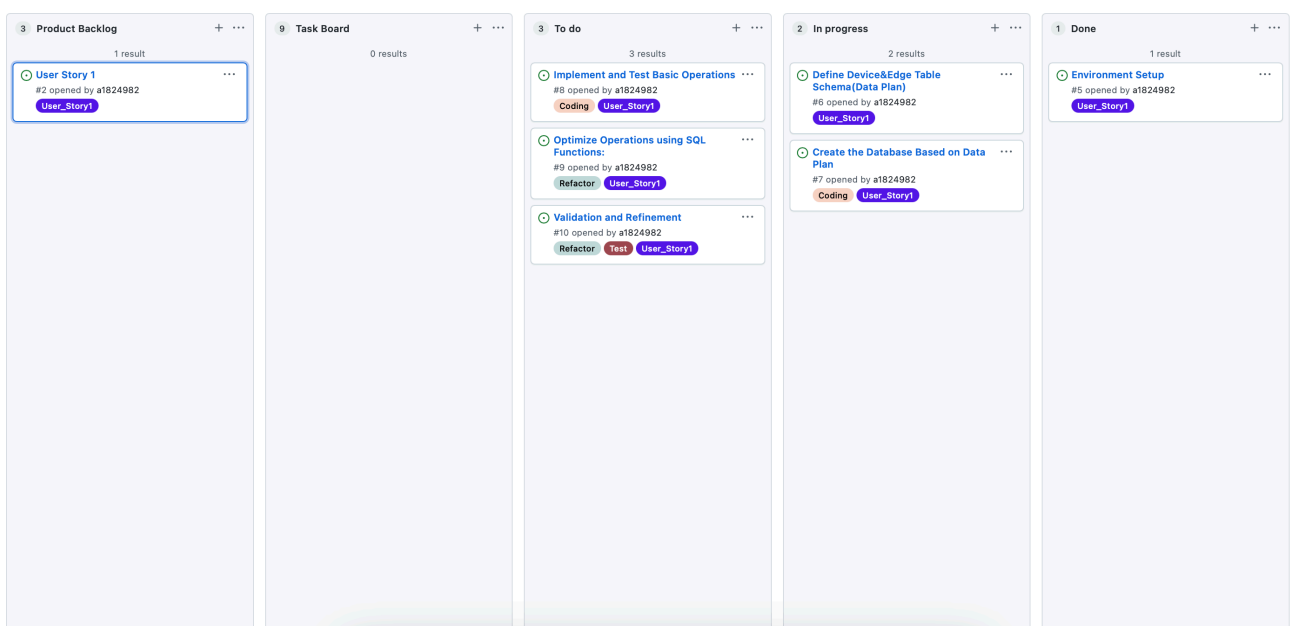
2. What could be improved (Individually Written)?

From my perspective, communication needs to be improved within our group. Since we chose to hold bi-weekly meetings, it becomes crucial for everyone to fully express their thoughts and ideas during the meeting. In the first sprint, it was noticeable that the person who drafted the meeting agenda always talked a lot more than others, and some group members tended to stay silent when asked for their inputs. In other words, some group members were not engaging enough. This potentially results in an absence of diverse viewpoints, which might lead to a less comprehensive solution to resolve the tasks. Additionally, the lack of cohesion might lead to low efficiency and poor overall contribution in the process of development.

3. What will the group commit to improve in the next sprint?

In the upcoming sprint, we are aiming at increase engagement during scrum meeting and encourage everyone to express their opinions and issues. I observed that one reason why that some team members remain silent is because they are not interested in it. The agenda may not contain what they want to work on, therefore leading to limited participation. To address this issue, we decide to have all members in drafting the meeting agenda, allows them lead the group discussion and focus of the meeting. Moreover, we also allocate specific time slots for quieter members to have an opportunity to share their thoughts with being interrupted by others. By taking these approaches, we look for a more harmonious team atmosphere and stronger cohesion. Therefore, potential disagreements are minimised, group members can focus on tasks. Further more, an inclusive environment promotes stronger collaboration, ensuring a smooth workflow during software development process.

4. Comment on your progress this sprint (Individually Written)



- **Created the GitHub task board:** It was time consuming but not difficult, I spent some time in figuring out how to use the GitHub issues feature in the task board.
- **Came up with the tasks for each sprint / user stories:** It was quiet during the brainstorm stage for thinking about tasks, I came up with the rough steps or tasks need to be done for each user story and in each sprint. The complexity would be intermediate.
- **Wrote the reports(Title, ProjectVision, Customer Q&A, Tech Stack and Standards, Group Meetings and Team Member Roles, Snapshot):** It took me extensive amount of time to accomplish this task and along with the rubric. After finish it, I brought it to meeting for ideas and made modifications. The complexity for this task would be hard.
- **Leaded group meetings and maintained meeting agenda:** Mainly I lead the scrum meeting and group discussion. Meeting agenda is also managed by me. It was quite frustrating when people are not responding but I tried to have a short and quick one to one conversation with them and ask them directly for opinions. This would be intermediate.
- **Expressed ideas in data plan schema discussion:** It appears that as the task became more specific and relate to implementation, some of my group members became more motivated and capable of making valuable contributions during discussion and implementation as a result this task became not too difficult.

I attended the sprint review/planning meeting on the 22th of August with the tutor.

Snapshot Week <4> of Group <Path5>

Project: ATSYS_Shortest Path Algorithm for Material Transportation

Members:

Shize Liu_a1844323

Yuze Li_a1848890

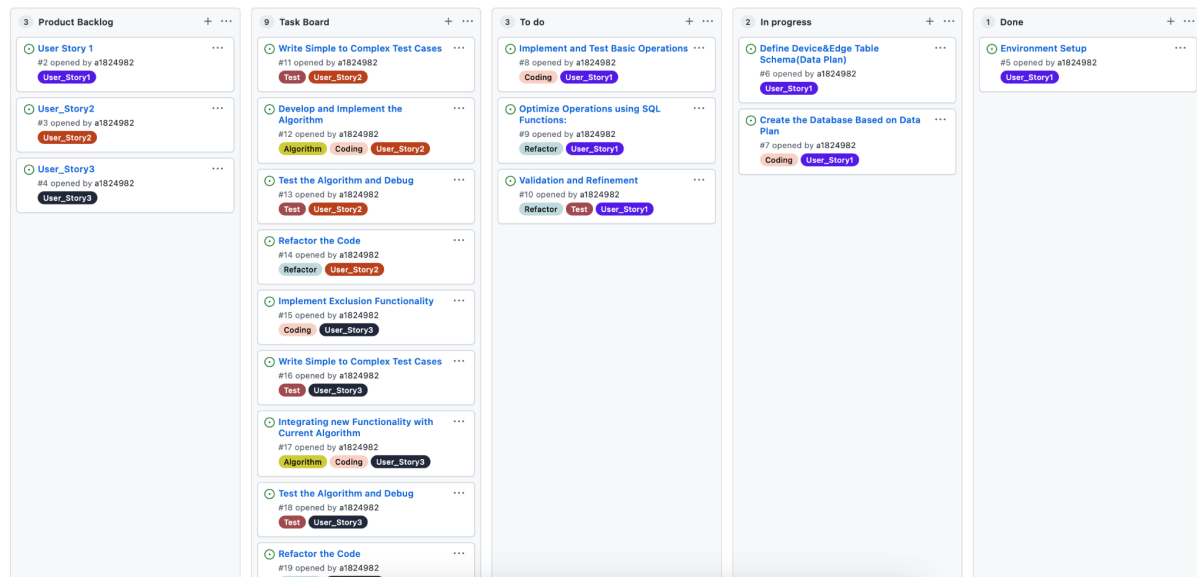
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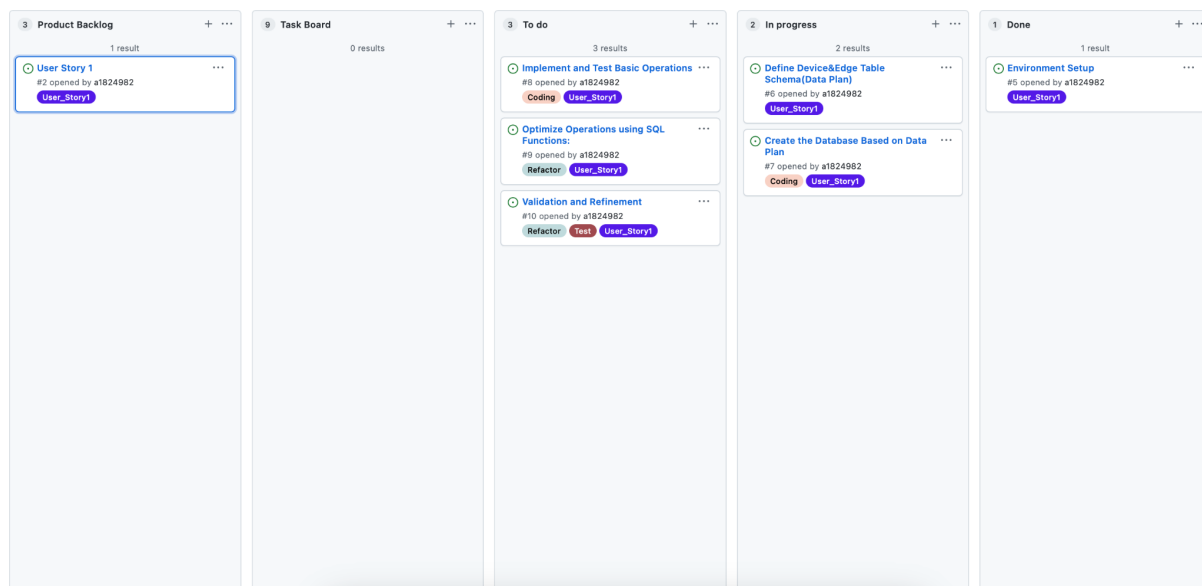
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Product Backlog and Task Board



Sprint Backlog and User Stories



The initial user story we've selected to focus on is “*as a user, I want to store devices in the system so that I can add/remove/update them.*”. This serves as the foundation of the project, the other user stories will need to be built on the structure and SQL script developed in the first user story.

For the development team, correctly storing device information and the graph structure is the fundamental requirement of implementing the other user stories (e .i. table manipulation, find the shortest path, etc...).

Definition of Done

- A coding task is done when the code is written aligned with coding standards mentioned in the report, reviewed, tested (unit and integration), refactored, successfully passes peer review, and gains unanimous approval from all team members.
- A non-coding task is done when it has been collectively considered, discussed, documented, and decided upon during a meeting, ensuring alignment among team members.

Summary of Changes

This is the first snapshot, no changes so far.