

# SPRINT REPORT #3

Client: Madura Shelton

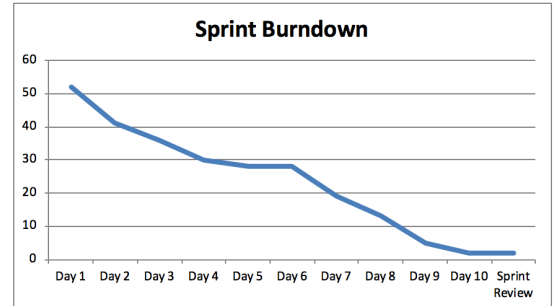
Team: PG09

Start Date: 03/09/2018

End Date: 14/09/2018

## Initial Tasks

Backlog Item	Story Points	Responsible							Status	Original Estimate
		RS	ZL	ZX	LQ	CB	AD	XX		
<b>Hardware Development</b>	<b>5</b>									
Robot Building and Updatng			2	1					Completed	5
Motor Calibration				1	2	2	2		Completed	6
Map Design (Milestone 1)			1	1	1	2	2		Completed	4
Map Building (Milestone 1)			2	1	1	1	1		Completed	5
Map Design (Milestone 2)					1	2	2		Completed	4
<b>Software Development</b>	<b>5</b>									
Helper class development		1							Completed	4
Sensor inital and testing code		1							Completed	2
Calibration testing code		1							Completed	2
Obstacle avoiding		1							Completed	2
Survivor identifying		1							Completed	2
Boundary avoiding		1							Completed	2
Pose reporting		1							Completed	2
Demo program (Milestone 1)		1							Completed	2
Travel in grid map		1							In progress	2
Searching algorithm discussion		1	2	3	1	1	1		In progress	2
<b>Project Management</b>	<b>3</b>									
Meeting agenda & minutes		1							Completed	1
Trello project progress tracking			1						Completed	1
<b>Milestone 1 Presentation</b>	<b>5</b>									
Presentation preparation		1	1	1	1	1	1		Completed	1
Commitment with client		1							Completed	1
Milestone 1 presentation		1	1	1	1	1	1		Completed	1
Milestone 2 goal discussion		2	1	1	1	1	2		Completed	1
<b>Total</b>										<b>52</b>



Team		Efforts
Product Owner	Zhengjian Li	7.47
Scrum Master	Ruoxi Sun	12.81
Team member	Zheng Xu	5.05
Team member	Li Qiu	4.60
Team member	Xinyi Xu	-
Team member	Anna Dai	6.10
Team member	Congwei Bai	5.97

## Tasks for next Sprint

1. Milestone 2 goal setting, with client
2. Milestone 2 preparation
3. Map design and creating
4. Grid travel
5. UI design

## Retrospective

1. What went well in the past sprint?
  - All tasks allocated in sprint cycle 3 are completed.
  - Every team member made contributions to the project.
  - All commitments for milestone 1 were achieved.
2. What did not go well and Why?
  - As there is only one EV3 kit, the programming activities was influenced quite a lot.
3. What can we do different to improve?
  - Try to use align different types of task to each team member, not all focusing on coding.
  - Try to breakdown the tasks as specific as possible and ensure the responsibility of each member more clearly.

## Appendix I - Meeting Agenda & Minutes

- Client meeting 5 agenda

### Software Engineering & Project Meeting Agenda

Team PG09

<b>Meeting:</b>	<b>Rescue Robot, Client Meeting 5</b>		
<b>Date:</b>	05/09/2018	<b>Time:</b>	<b>14:10 - 14:35</b>
<b>Facilitator:</b>	Ingkarni Wardli	<b>Location:</b>	4.62

#### 1. Meeting Objective

- Presenting the obstacle avoiding feature to client
- Discuss about the Milestone 1
- Project progress review
- Next week tasks allocation

#### 2. Attendees

Client: Madura Shelton

Project team: Congwei Bai, Anna Dai, Zhengjian Li, Li Qiu, Ruoxi Sun, Xinyi Xu, Zheng Xu

#### 3. Meeting Agenda

<i>Topic</i>	<i>Participant</i>	<i>Time</i>
Conclude the works have been done last week	Project team	14:10 - 14:15
Presenting demo to client	Project team	14:15 - 14:25
Project progress review	All	14:25 - 14:30
Discussion about Milestone 1	All	14:30 - 14:35
Meeting closing	All	14:35

#### 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

<i>Description</i>	<i>Prepared by</i>
Obstacle avoiding feature enable	Project team
Commitment list	Project team

- Client meeting 5 minutes

## Software Engineering & Project Meeting Minutes

Team PG09

**Meeting:** Rescue Robot, Group 9 Client Meeting 5  
**Date:** 05/09/2018 **Time:** 14:10 - 14:35  
**Prepared by:** Ruoxi Sun **Location:** 4.62 IW

### 1. Meeting Objective

- Presenting the obstacle avoiding feature to client
- Discuss about the Milestone 1
- Project progress review
- Next week tasks allocation

### 2. Attendees

Client: Madura Shelton

Project team: Congwei Bai, Anna Dai, Zhengjian Li, Li Qiu, Ruoxi Sun, Zheng Xu

### 3. Meeting Agenda

<i>Topic</i>	<i>Participant</i>	<i>Time</i>
Conclude the works have been done last week	Project team	14:10 - 14:15
Presenting demo to client	Project team	14:15 - 14:25
Discussion about Milestone 1	All	14:25 - 14:35
Meeting closing	All	14:35

### 4. Meeting Notes, Decisions, Issues

- It is ok to use a fixed map in milestone 1
- The robot should not be limited to one map, code should adapt to its surroundings

### 5. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Survivor identifying	Project team	1/9/2018	In progress
Boundary avoiding	with Client	5/9/2018	In progress
Map creating	Project team	3/9/2018	In progress
Robot building and modifying	Project team	3/9/2018	In progress

### 6. Next Meeting

**Date:** 12/09/2018 **Time:** 14:15 **Location:** 4.26 IW

- Client meeting 6 agenda

## Software Engineering & Project Meeting Agenda

Team PG09

<b>Meeting:</b>	<b>Rescue Robot, Client Meeting 6</b>		
<b>Date:</b>	12/09/2018	<b>Time:</b>	<b>14:10 - 14:35</b>
<b>Facilitator:</b>	Ingkarni Wardli	<b>Location:</b>	4.62

### 1. Meeting Objective

- Milestone 1 presentation
- Get feedback from client
- Discuss about the Milestone 2
- Project progress review
- Next week tasks allocation

### 2. Attendees

Client: Madura Shelton

Project team: Congwei Bai, Anna Dai, Zhengjian Li, Li Qiu, Ruoxi Sun, Xinyi Xu, Zheng Xu

### 3. Meeting Agenda

<i>Topic</i>	<i>Participant</i>	<i>Time</i>
Milestone 1 presentation	Project	14:10 - 14:20
Feedback from client	Client	14:20 - 14:25
Project progress review	All	14:25 - 14:30
Discussion about Milestone 2	All	14:30 - 14:35
Meeting closing	All	14:35

### 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

<i>Description</i>	<i>Prepared by</i>
Milestone 1 presentation preparation	Project team
Commitment list	Project team

- Client meeting 6 minutes

## Software Engineering & Project Meeting Minutes

Team PG09

**Meeting:** Rescue Robot, Group 9 Client Meeting 5  
**Date:** 12/09/2018 **Time:** 14:10 - 14:35  
**Prepared by:** Ruoxi Sun **Location:** 4.62 IW

### 1. Meeting Objective

- Milestone 1 presentation
- Get feedback from client
- Discuss about the Milestone 2
- Project progress review

### 2. Attendees

Client: Madura Shelton

Project team: Congwei Bai, Anna Dai, Zhengjian Li, Li Qiu, Ruoxi Sun, Zheng Xu

### 3. Meeting Agenda

Topic	Participant	Time
Milestone 1 presentation	Project team	14:10 - 14:20
Feedback from client	All	14:20 - 14:25
Project progress review	All	14:25 - 14:30
Discussion about Milestone 2	All	14:30 - 14:35

### 4. Meeting Notes, Decisions, Issues

- All the commitments are achieved for milestone 1
- For milestone 2, it's better to have a second floor searching
- The map could be design in grids.

### 5. Action Items

Action	Assigned to	Due Date	Status
Map design and creating	Project team	29/09/2018	In progress
Searching algorithm update	Project team	20/09/2018	In progress
Commitment list for milestone 2	with Client	29/09/2018	In progress
GUI	Project team	29/09/2018	In progress

### 6. Next Meeting

**Date:** 12/09/2018 **Time:** 14:15 **Location:** 4.26 IW