SPRINT REPORT #2
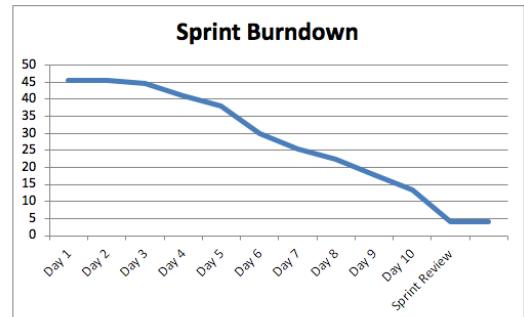
Client: Madura Shelton

Team: PG09

Start Date: 20/8/2018   End Date: 31/8/2018

Initial Tasks

Backlog Item	Story Points	Responsible	Status
SRS Drafting	**5**		
R001 Robot System, R005 Safety		Zhengjian LI	Completed
R002 Movement Module, R003 Obstacle Detection		Xinyi Xu	Completed
R00 Rescuing Survivors, R006 Quality		Congwei Bai	Completed
R007 Working Environment, R008 User Interface		Ruoxi Sun	Completed
Use case 001 Initializing Robot		Anna Dai	Completed
Use case 002 Operating		Li Qiu	Completed
Use case 003 Rescue Informantion Communication, use case 004 Robot Retrieve		Zheng Xu	Completed
Modify and release v1.0		Ruoxi Sun	Completed
SDD Drafting	**5**		
Control system		Zhengjian LI	Completed
Motor control module		Xinyi Xu	Completed
Object identifying module		Congwei Bai	Completed
Distance detecting module		Anna Dai	Completed
Data communication		Ruoxi Sun	Completed
Overview of user interface		Zheng Xu	Completed
Screen objects and actions		Zheng Xu	Completed
Report forms		Li Qiu	Completed
Modify and release v1.0		Ruoxi Sun	Completed
Project Management	**3**		
Meeting agenda & minutes		Xinyi Xu	Completed
Trello project progress tracking		Zhengjian LI	Completed
Product Development	**5**		
leJOS installation in PC		Team	Completed
Reference searching		Zheng Xu, LI Qiu, Anna Da	Long Term
leJOS installation in Brick		Ruoxi Sun	Completed
Ultrasonic sensor enable		Ruoxi Sun	Completed
Color sensor enable		Ruoxi Sun	Completed
Data publish and subscribe		Ruoxi Sun	In progress
Searching algorithm determine		Team	In progress
Total			

Sprint Burndown

Team		Efforts
Product Owner	Zhengjian Li	7
Scrum Master	Ruoxi Sun	10
Team member	Zheng Xu	8
Team member	Li Qiu	6
Team member	Xinyi Xu	7
Team member	Anna Dai	7
Team member	Congwei Bai	6

Tasks for next Sprint

1. Robot navigation method development
2. Document update & modify
3. Milestone 1 goal setting, with client
4. Milestone 1 preparation

Retrospective

1. What went well in the past sprint?
   - All tasks allocated in sprint cycle 2 are completed.
   - Every team member made contributions to the project.
   - Project progressed smoothly according to the project schedule.

2. What did not go well and Why?
   - As there is not one EV3 kit, the programming activities was a little bit influenced.
   - The cooperation on documentation could be more efficient, as the idea could be clearer.

3. What can we do different to improve?
   - Try to use EV3 simulator during code development.
   - 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 3 agenda

Software Engineering & Project Meeting Agenda
Team PG09

Meeting:	**Rescue Robot, Client Meeting 2**		
Date:	22/08/2018	*Time:*	*14:10 - 14:35*
Facilitator:	Ingkarni Wardli	*Location:*	4.62

1. Meeting Objective

- Review SRS
- Discuss about the SDD drafting
- 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

Topic	Participant	Time
Conclude the works have been done last week	Project team	14:10 - 14:15
Review the SRS document, section by section	Client	14:15 - 14:25
Project progress review	All	14:25 - 14:30
Next week tasks allocation	All	14:30 - 14:35
Meeting closing	All	14:35

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

Description	Prepared by
Completed and modified some part of the draft of SRS	Project team
leJOS environment set up	Project team
Motor and sensor enable	Project team

- Client meeting 3 minutes

Software Engineering & Project Meeting Minutes
Team PG09

Meeting:	**Rescue Robot, Group 9 Client Meeting 2**		
Date:	22/08/2018	**Time:**	*14:10 - 14:35*
Prepared by:	Ruoxi Sun	**Location:**	4.62 IW

1. Meeting Objective

- Review SRS
- Discuss about the SDD drafting
- 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

Topic	Participant	Time
Conclude the works have been done last week	Project team	14:10 - 14:15
Review the SPMP document, section by section	Client	14:15 - 14:20
Get feedback from client	All	14:20 - 14:30
Next week tasks allocation	All	14:30 - 14:35
Meeting closing	All	14:35

4. Meeting Notes, Decisions, Issues

- It's better to give acceptance criteria of the SRS from the perspective of the user
- The acceptance criteria should be simple with only what's accepted
- Survivors are not actors of the system

5. Action Items

Action	Assigned to	Due Date	Status
Modify SRS	Project team	24/8/2018	In progress
SDD drafting	Project team	28/8/2018	In progress
SDD review	with Client	29/8/2018	In progress
leJOS environment set up	Project team	29/8/2018	In progress
Motor and sensor enable	Project team	27/8/2018	In progress

6. Next Meeting

Date:	*29/08/2018*	*Time:*	*14:15*	*Location:*	*4.26 IW*

- Client meeting 4 agenda

Software Engineering & Project Meeting Agenda
Team PG09

Meeting:	**Rescue Robot, Client Meeting 2**

Date:	29/08/2018	*Time:*	*14:10 - 14:35*
Facilitator:	Ingkarni Wardli	*Location:*	4.62

1. Meeting Objective

- Review SDD
- 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

Topic	Participant	Time
Conclude the works have been done last week	Project team	14:10 - 14:15
Review the SDD document	Client	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.)

Description	Prepared by
Request list for Milestone 1	Project team
Motor and sensor enable	Project team
Navigation method determine	Project team

- Client meeting 4 minutes

Software Engineering & Project Meeting Minutes
Team PG09

Meeting:	**Rescue Robot, Group 9 Client Meeting 2**		
Date:	29/08/2018	**Time:**	*14:10 - 14:35*
Prepared by:	Ruoxi Sun	**Location:**	4.62 IW

1. Meeting Objective

- Review SDD
- 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

Topic	Participant	Time
Conclude the works have been done last week	Project team	14:10 - 14:15
Review the SDD document	Client	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. Meeting Notes, Decisions, Issues

- It's better to more diagrams to explain system
- A real-time map updates are not required, only display the position of survivor is good enough

5. Action Items

Action	Assigned to	Due Date	Status
Modify SDD	Project team	1/9/2018	In progress
Request list for Milestone 1	with Client	5/9/2018	In progress
Motor and sensor enable	Project team	3/9/2018	In progress
Navigation method determine	Project team	3/9/2018	In progress

6. Next Meeting

Date:	05/09/2018	Time:	14:15	Location:	4.26 IW