SPRINT REPORT #4

Client: Madura Shelton
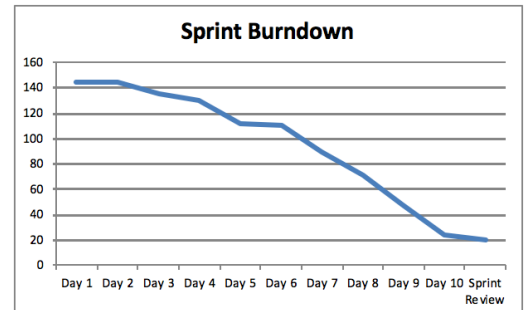
Team: PG09

Start Date: 01/10/2018   End Date: 12/10/2018

Initial Tasks

Backlog Item	Story Points	Responsible							Status	Original Estimate
		RS	ZL	ZX	LQ	CB	AD	XX		
Hardware Development	**5**									
Motor Calibration		1							Completed	2
Map Design (Milestone 2)			1				2		Completed	6
Selection and purchase of map materia				2		2	2	2	1	Completed	20
Map Building (Milestone 2)				2	1	2	3	2	Completed	30
Software Development	**5**									
Helper class development		1							Completed	2
Grid travelling		1							Completed	4
Searching algorithm		1							Completed	6
Thread programming			1						Completed	6
Upstair and downstair mode			1						Completed	6
GUI draft				1					Completed	8
Communication		1							Completed	3
Project Management	**3**									
Documentation update					1	1	1		Inprogress	27
Meeting agenda & minutes		1							Completed	1
Trello project progress tracking		1							Completed	1
Presentation	**5**									
Milestone 2 Presentation preparation		1							Completed	1
Mystery Presentation		1	1	1	1	1	1	1	Completed	21
Total										144

Sprint Burndown

Team		Efforts
Product Owner	Zhengjian Li	25.44
Scrum Master	Ruoxi Sun	23.00
Team member	Zheng Xu	16.00
Team member	Li Qiu	16.44
Team member	Xinyi Xu	5.22
Team member	Anna Dai	20.44
Team member	Congwei Bai	19.44

Tasks for next Sprint

1. Map design and update
2. Thread programming
3. UI design
4. Upstairs searching
5. Final documentation
6. Final presentation

Retrospective

1. What went well in the past sprint?
   - All tasks allocated in sprint cycle 4 are completed.
   - Every team member made contributions to the project.
   - All commitments for milestone 2 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 7 agenda

Software Engineering & Project Meeting Agenda
Team PG09

Meeting:	**Rescue Robot, Client Meeting 6**		
Date:	03/10/2018	*Time:*	*14:10 - 14:35*
Facilitator:	Ingkarni Wardli	*Location:*	4.62

1. Meeting Objective

- Milestone 2 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

Topic	Participant	Time
Milestone 2 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.)

Description	Prepared by
Milestone 2 presentation preparation	Project team
Commitment list	Project team

- Client meeting 7 minutes

Software Engineering & Project Meeting Minutes
Team PG09

Meeting:	**Rescue Robot, Group 9 Client Meeting 5**		
Date:	03/10/2018	*Time:*	*14:10 - 14:35*
Prepared by:	Ruoxi Sun	*Location:*	4.62 IW

1. Meeting Objective

- Milestone 2 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 2 presentation	Project team	14:10 - 14:20
Feedback from client	All	14:20 - 14:30
Project progress review	All	14:30 - 14:35

4. Meeting Notes, Decisions, Issues

- All the commitments are achieved for milestone 2
- It's better to have sensor and traveling functions in different threads
- The second-floor traveling could be enabled via line-following method

5. Action Items

Action	Assigned to	Due Date	Status
Map update	Congwei Bai, Anna Dai, Qiu Li	12/10/2018	In progress
Searching algorithm update	Ruoxi Sun	12/10/2018	In progress
Thread programming	Zhengjian Li	12/10/2018	In progress
GUI	Zheng Xu	12/10/2018	In progress
Line-following	Zhengjian Li	12/10/2018	

6. Next Meeting

Date:	*10/10/2018*	*Time:*	*14:15*	*Location:*	*4.26 IW*

- Client meeting 8 agenda

Software Engineering & Project Meeting Agenda
Team PG09

Meeting:	**Rescue Robot, Client Meeting 6**

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

1. Meeting Objective

- Mystery Presentation

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
Mystery Presentation & Feedback from client	Team & Client	14:10 - 14:35

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

Description	Prepared by
Mystery presentation preparation	Project team
Character list	Project team

- Client meeting 8 minutes

Software Engineering & Project Meeting Minutes
Team PG09

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

1. Meeting Objective

- Mystery Presentation

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
Mystery Presentation & Feedback from client	Team & Client	14:10 - 14:35

4. Meeting Notes, Decisions, Issues

- Send the name list to client after meeting

5. Action Items

Action	Assigned to	Due Date	Status
Map update	Congwei Bai, Anna Dai, Qiu Li	12/10/2018	In progress
Searching algorithm update	Ruoxi Sun	12/10/2018	In progress
Thread programming	Zhengjian Li	12/10/2018	In progress
GUI	Zheng Xu	12/10/2018	In progress
Line-following	Zhengjian Li	12/10/2018	

6. Next Meeting

Date:	17/10/2018	Time:	14:15	Location:	4.26 IW