# SPRINT REPORT #1

Client: Madura Shelton

Team: PG09

Start Date: 6/8/2018   End Date: 17/8/2018

Initial Tasks

Backlog Item	Story Points	Responsible	Status
EV3 Kit Receiving & Building	**5**		
Ev3 Kit receiving and keeper form signing		RS	Completed
Ev3 Kit parts checking		Team	Completed
Robot type selection		Team	Completed
Ev3 Robot building		Team	Completed
Project Kick-off	**2**		
Project specification document reading		Team	Completed
Client meeting		Team, client	Completed
Project Introduction		Client	Completed
Team member role assign		Team	Completed
Project Management	**5**		
Processing model determine		RS	Completed
Project schedule determine		RS	Completed
Project activities planning		Team	Completed
GitHub reposery creating		Client, Team	Completed
Trello project creating		ZL	Completed
Project Documentation	**4**		
SPMP drafting		ZL, ZX, XX, AD, RS, LQ	Completed
SPMP releasing		RS	Completed
SPMP review		Client, Team	Completed
SPMP updating		Team	Open
Development Environment Build	**4**		
leJOS Installation on Mac		RS, XX, LQ	Completed
leJOS Installation on PC		ZL, ZX, CB, AD	Completed

Sprint Burndown
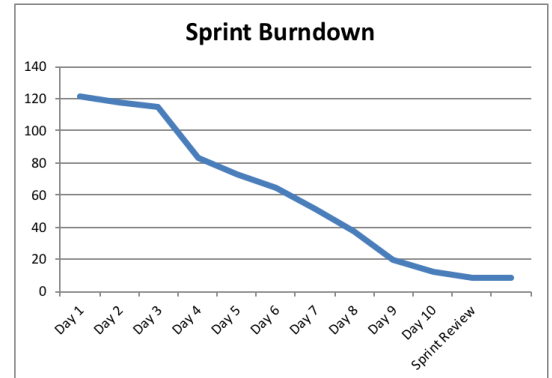
Team		Efforts
Product Owner	Zhengjian Li	16.5
Scrum Master	Ruoxi Sun	19.9
Team member	Zheng Xu	17.3
Team member	Li Qiu	14.2
Team member	Xinyi Xu	14.9
Team member	Anna Dai	13.7
Team member	Congwei Bai	9.9

Tasks for next Sprint

1. Requirements and user story determine
2. SRS drafting
3. Feasibility analysis
4. SPMP updating

Retrospective

1. What went well in the past sprint?
   - All tasks allocated in sprint cycle 1 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?
   - The contribution of each team member is not quite even, as some members have very tight schedule on other tasks outside this project.
   - The cooperation on documentation could be more efficient, as the task breakdown could be clearer.
   - Some of the tasks could start earlier, leaving buffers for possible delays.

3. What can we do different to improve?
   - Have deeper and more detailed discussion at the start of next sprint cycle. Determine the workload and each team member's available time schedule.
   - Try to breakdown the tasks as specific as possible and ensure the responsibility of each member more clearly.
   - Consider risk of delay and evaluate each task's workload at the beginning of sprint.

Appendix I - Meeting Agenda & Minutes

- Client meeting 1 agenda

Software Engineering & Project Meeting Agenda
Team PG09

Meeting:	Rescue Robot, Client Meeting 1		
Date:	08/08/2018	Time:	14:10 - 14:35
Facilitator:	Ingkarni Wardli	Location:	4.62

1. Meeting Objective

- Project kick-off
- Project introduction
- Lego kit receiving
- Next week tasks allocation

2. Attendees

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

3. Meeting Agenda

Topic	Participant	Time
Project team member introduction	Project team	14:10 - 14:15
Project introduction	Client	14:15 - 14:20
Receiving the Lego kit and signing the Loan form	All	14:20 - 14:25
Review topics and next week tasks allocation	All	14:25 - 14:35
Meeting closing	All	14:35

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

Description	Prepared by
Establish a communication group using WeChat	Project team
Browse all the tasks of this course	Project team

- Client meeting 1 minutes

Software Engineering & Project Meeting Minutes
Team PG09

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

1. Meeting Objective

- Project kick-off
- Project introduction
- Lego kit receiving from client
- Next week tasks assign

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	Owner	Time
Project team member introduction	Project team	14:10 - 14:15
Project introduction	Client	14:15 - 14:20
Receiving the Lego kit and signing the Loan form	All	14:20 - 14:25
Next week tasks allocation	All	14:25 - 14:35
Meeting closing	All	14:35

4. Meeting Notes, Decisions, Issues

- There will not be more detailed specifications provided and there is no limit on the robot design.
- The setting of rescue robot testing environment will be determined by project team
- The software is recommended to be developed on Java, and leJOS

5. Action Items

Action	Assigned to	Due Date	Status
Ev3 Kit parts checking	Project team	10/08/2018	In progress
Robot building	Project team	14/08/2018	In progress
Processing model determine	Scrum master	12/08/2018	In progress
Project schedule determine	Scrum master	13/08/2018	In progress
SPMP drafting	Project team	14/08/2018	In progress
Project creating on Trello	Product owner	10/08/2018	In progress
GitHub repository creating	Project team	10/08/2018	In progress

6. Next Meeting

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

- Client meeting 2 agenda

Software Engineering & Project Meeting Agenda
Team PG09

Meeting:	**Rescue Robot, Client Meeting 2**		
Date:	15/08/2018	*Time:*	*14:10 - 14:35*
Facilitator:	Ingkarni Wardli	*Location:*	4.62

1. Meeting Objective

- Check and show the current project progress
- SPMP review
- Discuss about the SRS preparation
- Next week tasks allocation

2. Attendees

Client: Patanamon Thongtanunam
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. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Completed and modified some part of the draft of SPMP	Project team
Update documents on Github and Trello	Project team

- Client meeting 2 minutes

Software Engineering & Project Meeting Minutes
Team PG09

Meeting:	**Rescue Robot, Group 9 Client Meeting 2**
Date:	15/08/2018 *Time:* *14:10 - 14:35*
Prepared by:	Xinyi Xu & Ruoxi Sun *Location:* 4.62 IW

1. Meeting Objective

- Check and show the current project progress
- SPMP review
- Discuss about the SRS preparation
- 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

- Check git flow for ideas on how to apply version control and branching
- Think about what testing methodology should be use
- Try to apply existing coding conventions

5. Action Items

Action	Assigned to	Due Date	Status
User story/requirements collection	Project team	18/8/2018	In progress
Breakdown to tasks	Project team	20/8/2018	In progress
SRS drafting	Project team	21/8/2018	In progress
Coding environment establish	Project team	21/8/2018	In progress
SPMP updating	Project team	Next sprint	In progress
SRS review	with Client	22/8/2018	In progress

6. Next Meeting

Date:	*22/08/2018*	*Time:*	*14:15*	*Location:*	*4.26 IW*