

Sprint Retrospective

SEG4105 Group Project - G03

Sprint Review Summary

The primary goal for this sprint was to enhance the UI/UX of the project and to finalize the remaining risk management tasks. Significant progress was made in both areas. The team completed crucial tasks such as creating improved UI mockups (SCRUM-53) and wireframes (SCRUM-54), which lay a strong foundation for the visual and functional aspects of the project. Additionally, implementing API rate-limiting (SCRUM-47) addressed key risk management requirements, improving system reliability and aligning with our objectives.

Challenges and Obstacles

Integration and Design Coordination

There was a misalignment in understanding the retry functionality, which resulted in a minor delay. This was resolved through the second standup meeting, where the Product Owner provided clarification on how to satisfy their requirement.

Team Member Availability

At times, team members will notify the team that they would not be able to attend a sprint meeting or would be unable to work on a specific task for a time. These occurrences were mainly due to other obligations outside of the project. For missed meetings, the team would put care into accounting for the missing team members and take detailed meeting minutes to inform the member of what they missed. For lost work time, other team members would step in to help work on the task as best they could.

Team Collaboration and Dynamics

Team communication was solid. Responsiveness was good, with most responses coming within the same day as its query. However, usage of text communication channels could be greater, as the team still relied on stand-up meetings to communicate issues or task-related concerns. Task coordination was great, attributed to great role clarity. Even amongst our two developers, it was clear prior to the planning stage which developer would be handling what tasks. Support from other team members was provided seamlessly when it was requested or required. Assigned team roles worked well and no changes to team roles are needed.

Process Evaluation

The efficiency of sprint processes varied. The weekly stand-up meetings were productive given their short duration, thus being efficient. During these stand-up meetings, the team would quickly go over progress on the tasks of the sprint. If a team member was going to be unable to work on a task for some time, the team would be notified during these meetings and adjustments to assist the member would be made by the end of the meeting.

Sprint reviews, retrospective, and planning hold much of the same efficiency. Although longer than stand-ups, the team would discuss where the project is, if any new tasks have been identified, if adjustments to the sprint process were needed, and what the next sprint should look like. The end result of these meetings is the addition of newly identified actionable tasks in the product backlog and the sprint backlog filled and ready for the next sprint. Thus, for the time they take, they accomplish what is required of these meetings and can thus be considered efficient.

Use of management tools was at a satisfactory level. Jira enabled smooth tracking of user stories and tasks - their status, relations, and acceptance criteria. Jira's time-strict nature pushed the team to keep sprint processes on time, and ceremonies on schedule. However, a significant Jira drawback is the inability to view previous sprints in the backlog view. Previous sprints and their tasks must be viewed using other views, such as the list or reports views. This reduces the efficiency in reviewing old tasks and sprints. A possible improvement to Jira usage is to better incorporate other views into the team workflow, to reduce overreliance on the backlog view.

Action Items for Continuous Improvement

A list of potential actions for the team to take to improve in the next sprint is given below.

- Early Communication

- To mitigate and clarify any misunderstandings during any element of implementation, we should ping each other in the group Discord chat instead of waiting until the standup meeting. This would reduce the amount of time that a task is blocked and would keep implementation fluid.
- This task is assigned to all members of the group

- Enhanced Documentation

- We will maintain updated documentation in a shared repository in Jira to record decisions, task progress, and general information that is discussed in meetings.. This helps reduce confusion, especially for team members who miss meetings, and provides a source of information for implementation.
- This task is assigned to the Scrum Master to set up the structure and all members to contribute.

- **JIRA Workflow Improvements**

- We should also implement better usage of Jira features, such as:
 - Creating a separate section for "Blocked Tasks."
 - Adding dependency tags to represent tasks that rely on the completion of other work.
 - Use Jira automation tools to notify team members of task status changes in real-time for transparency.
- This is assigned to the Scrum Master.

Stakeholder Feedback Integration

Feedback Received: During the sprint, stakeholders, particularly the Product Owner, emphasized the retry functionality for potential API errors. Additionally, stakeholders provided feedback on the UI mockups and wireframes, and requested small changes to improve user navigation and the visual aesthetic.

Adjustments Made: Based on this feedback, the team prioritized and refined the retry functionality (SCRUM-46) to ensure it meets the Product Owner's expectations. The error handling and retry button were thoroughly tested to satisfy the stakeholder's requirements. For UI adjustments, changes were made to the mockups (SCRUM-53) and wireframes (SCRUM-54) to incorporate the suggested changes.

Proposed Changes for Enhanced Stakeholder Involvement:

- **Mid-Sprint Check-Ins:** We could introduce a brief mid-sprint review with the Product Owner to gather feedback on high-priority features and make adjustments to the tasks early in the sprint. This will allow stakeholders to provide input before tasks are completed or near completion, reducing the risk of late-stage changes and wasted efforts.
- **Incorporate Feedback Sessions After Key Milestones:** For tasks related to UI/UX (e.g., SCRUM-53 and SCRUM-54), we could conduct feedback sessions after completion of major milestones. This will help ensure that UI improvements meet stakeholder needs before moving forward.
- **Stakeholder Access to Project Management Tools:** We could consider granting limited access to Jira for stakeholders to view the task progress in real-time. This can improve transparency and keep stakeholders updated on the status of specific tasks..