|  |
| --- |
|  |
| Sprint 1 Postmortem |
| Volt & Pepper |
|  |
| **Nezar Bakhsh**  **Greg Carkin**  **Gary Roach**  **Brittany Rompa** |
| **9/18/2014** |

|  |
| --- |
|  |

**Sprint Planning Meeting Summary**

During our sprint-planning meeting we defined our team roles, defined initial tasks to be completed for the sprint, scheduled meeting times, and started putting together our sprint backlog.

**Sprint Planning Notes**

**Scrum**

* Scrum roles:
  + Scrum master: Nezar
  + Product manager: Brittany
  + Development team: Brittany, Gary, Greg, and Nezar

**Requirements**

* Don’t focus on design, focus on why not how
* Use shall to identify requirement
* Use should to identify goals
* Don’t forget about interface requirements
* Analysis of requirements: Consistent, abstract, testable
* Don’t over specify
* Capture the rationale of the requirement

**Validation and Verification**

* Validation: Is the right system being built
* Verification is the system being built right

**Format**

* Who is responsible
* What shall be done
* Define nouns
* Requirements are binding
* Facts or declaration of purpose
* Goals are non-mandatory
* Don’t use must
* Avoid ambiguous terms

**Intro**

* Define the purpose of the document
* Define the purpose of the system
* Define the scope of the document
* Define the structure of the document
* Include:
* assumptions
* stakeholders
* basic functionality
* diagrams

**Discussion of Tasks**

During the sprint planning meeting for sprint 1, we defined tasks that needed to be completed during this sprint. These tasks make up our sprint backlog, and were given a difficulty rating from 0 to 5, with 5 being the most difficult.

Table 1 - Tasks to be completed this sprint. Difficulty scale from 1 to 5, with 5 being the most difficult

|  |  |
| --- | --- |
| Tasks | Difficulty |
| User stories | 2 |
| Use cases | 3 |
| Sequence diagrams | 3 |
| F/NF Requirements | 4 |
| SyRS doc | 5 |
| Report Power Points | 2 |
| Scrum meetings | 1 |
| SyRS doc Review | 3 |
| Postmortem | 1 |

We also defined tasks that will be addressed in sprint 2. These tasks were also given a difficulty rating from 0 to 5, with 5 being the most difficult.

Table 2 - Tasks to be completed next sprint. Difficulty scale from 1 to 5, with 5 being the most difficult

|  |  |
| --- | --- |
| Tasks | Difficulty |
| Trade Study on components | 3 |
| Budgeting | 4 |
| Product Backlog | 2 |
| Research Prototype | 4 |
|  |  |
|  |  |
|  |  |

**Meeting Logs**

During the sprint we held standup meetings throughout the week. These meetings lasted no longer than 15 minutes and addressed three areas from each team member: what we did, what we’re doing, and what impediments we had.

Table 3 - Answers to standup meeting questions

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **What We Did** | **What We’re Doing** | **Impediments** |
| 9/4/14 | N/A | * Assign team roles * Determine user stories * Determine needs of the competition |  |
| 9/6/14 | * Assigned roles * Developed initial user stories * Defined the needs of the competition * Created SyRS template | * Requirements * Power point report * Create more user Stories * Product backlog |  |
| 9/8/14 | * What we did since last meeting: * Created initial requirements * Created first report power point report * Created more user Stories * Created the backlog for sprint 1 | * Finish report power point * Continue working on defining requirements * Continue developing user stories * Create definitions | * Working on the same document at the same time |
| 9/9/14 | * Defined document sections * Compiled the components of the SyRS together | * Create sequence diagrams * Create use cases * Create introduction * Create high level description | * Google Drive not allowing easy merging of documents |
| 9/11/14 | * Created a GitHub repository | * Create sequence diagrams * Create power point for report 2 |  |
| 9/14/14 | * Created sequence diagrams * Created power point for report 2 | * Finish power point * Define Stakeholders in SyRS * Create Use Cases * Formating SyRS * Adding references to SyRS * Adding glossary to SyRS | * Git Hub not working on all team member problems |
| 9/15/14 | * Finished sequence diagrams * Added stakeholders to SyRS * Worked on the style of the SyRS * Worked on the formatting of the SyRS * Worked on the appendix of the SyRS * Finished use cases | * Reformate section headings * Give descriptions for stakeholders * Give descriptions for sequence diagrams * Give descriptions for use cases * Create Abbreviations/Acronym section * Add to references * Work on user characteristics * Work on constraints * Work on assumptions * Word abstract better * Define requirements * Finalize glossary terms |  |
| 9/16/14 | * Reformatted section headings * Gave descriptions for stakeholders * Gave descriptions for sequence diagrams * Gave descriptions for use cases * Created Abbreviations/Acronym section * Added to references * Worked on user characteristics * Worked on constraints * Worked on assumptions * Worded abstract better * Defined requirements * Finalized glossary terms * Presented report progress | * Add to references * Add list of figures * Add list of tables * Add to sectins 2.4 2.5 2.6 * Add additional description to sequence diagrams * Glossary and appendix updates |  |
| 9/18/14 | * Finalized SyRS * Peer Eval * Final Edit of SyRS * Polished SyRS | * Reformate our sprint backlog * Sprint planning meeting * Power point report | * Busy schedule * Lack of sleep |

**Retrospective**

During the sprint we learned a lot about SCRUM and how to implement it. There were many things throughout the sprint that went well, as well as some that could use improvement. During the next sprint we will commit to improving.

**What went well in this sprint?**

During this sprint all members were active and, split the work load evenly throughout the process of creating the SyRS document. Communication between team members went well and there was little to no miscommunication. Our scheduling of tasks went well; due to this we met all of our deliverable deadlines for the sprint. During this sprint our team was able to meet consistently.

**What happened in this sprint that could use improvement?**

Organization and versioning software usage could use improvement. We tried two different options, but neither worked out for us. We initially used google drive, and renamed our files anytime we made a change. At some point we ended up saving over some documents, so we lost past history. We then switched over to using GitHub. Unfortunately, GitHub doesn’t work very well for .doc files. Due to this we are looking for alternative methods of version control to ensure we can merge and keep track of documents.

**What will we commit to doing next sprint?**

During the following sprint we will commit to finding and using appropriate versioning software that works for all members of the group. We will also continue researching and conducting trade studies on possible components. We also plan to develop a draft budget for the initial prototypes.