Queensland University of Technology

Sprint 2 Retrospective

*IFB299 – group 45*

Tutor: Mr. Prakash Bhandari  
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| STUDENT NAME | STUDENT NUMBER | ROLE |
| *Aiden Bird* | n9900489 | Product Owner |
| *Andrew Grant* | N9495291 | Developer |
| *Gyeongmin Jee* | N9665072 | Developer |
| *Sandra Finow* | N9144757 | Scrum Master |

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# TEAM communication

* *Excellent presentation of what you did (or/and did not do) well, and what you do differently next time for the communication within the team*
* *No spelling or grammatical errors*

For sprint two, our communication remained at a high standard. Holding two weekly online Slack meetings on top of our workshop class ensured all members were up to date with tasks, goals, and deadlines. It also ensured all members could inform others about any of their issues or queries and resultingly these issues and queries were quickly alleviated. The layout of our Slack channels also aided with how well our team communicated, by having separate weekly channels and debugging channels for example.

Another aspect of excellent communication within the team was the medium of using meeting minutes. If a member was unable to attend a meeting or became unsure of their individual tasks which were delegated to them during a meeting, through using meeting minutes as a medium of communication, team members could confirm their tasks as well as understand the overall accomplishments and outcomes from the team meeting. Again, this communication ensured all team members were on the same page and could easily review previous meetings and their goals.

Additionally, as per our contract, all team members effectively informed others if they were unable to attend meetings either via Slack or in person during our workshop classes.

Overall, our team had great transparency and constantly kept other team members in the loop regarding their personal commitments, issues, achievements, and ideas.

# TEAM PARTICIPATION

* *All requirements or feedback from the tutor and client are well recorded and integrated*
* *Demonstrates team has discussed, agreed (or not agreed) and taken responsibility for the contents*

# PROJECT QUALITY CONTROL

* *All artefacts are monitored to ensure that the project complies with the quality standards.*
* *Quality standards are measurable.*

# INFORMING TUTOR AND CLIENT

* *All due dates of milestones and/or artifacts are clearly documented and showed to the client.*
* *The client or tutor receives all deliverables on time.*

All due dates and/or artefacts are clearly documented and showed to the client through Slack and Github.

# issues raised

* *Clear descriptions of all major and minor issues or problems that have hampered (or will hamper) the progress of the project*

Some minor issues which hampered the progress of this project include (1) that each member had different commitments such as work, (2) time constraints due to other university subjects, and (3) each member has different skill levels in relation to coding. Due to having different commitments, planning weekly team meetings was a slight challenge. When other university subjects had other assessment items due, team members focused on their other subjects instead of the SmartCity project. Learning some Django related items was still a hurdle to overcome in this sprint, though due to having some previous knowledge from sprint one, these hurdles were overcome slightly quicker. Despite these minor issues being present, the team tried as hard as they could to ensure all item deadlines were met.

In terms of major or serious issues, one member lost use of his laptop as it had to be sent off for repairs and consequently was unable to be as productive during the workshop meetings for a bit over a month.

# APPENDICES

**Figure 1.** Example of a communications segment from one Week 1 team meeting on *Slack.*  
