Queensland University of Technology

Sprint 1 Retrospective

IFB299 – group 45

TUTOR: MR PRAKASH BHANDARI  
DATE SUBMITTED: 04/10/17

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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 |

sprint 1 retrospective

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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 1, group 45 had effective communication standards and consider it a characteristic that was done well. On top of our weekly meetings in class for our tutorials, group 45 held two weekly online meetings via *Slack* also. This ensured all team members could keep up to date with the project and were able to effectively communicate any issues or queries to the rest of the team that were either encountered during the tutorial work, homework tasks, or individual tasks related to completing the objectives for the first sprint. This also enabled all team members to proactively collaborate and enabled a formidable team environment to be built.

Despite having two online meetings a week, as they were online meetings instead of face-to-face meetings, it meant that the meetings were quite slow and often took longer than anticipated for multiple reasons. One reason is that when talking online, communication can often be wrongly interpreted as there is no proper tone or pitch. Another reason is that online chat often goes by quickly, and different members often sent messages concurrently, causing some confusion and making it difficult to understand and keep up with everyone’s ideas or issues individually. Additionally, it is hard to really know if all members are actively monitoring the messages sent, or just tuning in occasionally.

As such, group 45 will need to modify the way they communicate throughout the week. Instead of holding two online meetings on *Slack*, one meeting can be changed to a *Skype* call meeting. This ensures all members are actively involved in the meeting and mitigates the issue of members typing messages concurrently and making the meeting difficult to follow along. Also, as the meeting is done in real time, it should aid in the duration of the meetings not exceeding anticipated time and additionally alleviates the issue of members tuning in occasionally into *Slack* meetings.

# 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.*

# issues raised

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