IFB299: SPRINT 1 RESTROSPECTIVE

SCRUMPtious (Team 72)

TEAM

Douglas Kumar: SCRUM Master
Calum Oke: Developer
Will Atkinson: Developer
Simon Scott: Developer
Ruka To: Client

Tutor
Jesse St Germain

Team Communication:

As a team, we effectively communicated using multiple platforms of communication that allowed us to reach each other and get responses quickly. This includes a Facebook group as well as a Discord server. This allowed the team to communicate any problems that have occurred or questions that we might have had for each other with ease. Additionally, this allowed a team member to quickly notify others of scheduling conflicts so that we could plan ahead.

What we did not do well as a team was communicating what tasks each team member was working on. There was a vague idea of which stories were being worked on but nothing in concrete making it hard to distinguish which team member was doing what. Also, more comments in the code itself could be improved.

Next time the team will create a document which houses what tasks are being worked on by team members. This will be updated when team members finish or change tasks. This will allow everyone on the team to be aware of who is currently working on what. Additionally, the team will add more comments overall to the code to allow other team members to seamlessly understand parts of the code that they have not worked on.

Team Participation:

Overall every member of the team strongly participated, where some member's participation was stronger initially, and others increased towards the last couple of weeks. Every week the team had at least 5 questions minimum to ask the tutor and always recorded/documented their feedback. Every tutorial ideas were always discussed and negotiated with the client, who never disapproved of any ideas or cause conflicts. While the team had a 5th member join 2 weeks into user stories and sprint and release planning, by the 3rd week they were highly enthusiastic about completing their part and showed high rates of participation. This was likely to be achieved by every member putting in the best effort they could and keeping strong communication with each other. The team is strongly likely to continue the participation efforts throughout sprint 2 if the team keep's consistent communication and maintains their work ethic.

However, in saying the team had outstanding participation, there were a few tutorials where some team members were late or absent, and additional team meetings where team members were absent. In week 5, 2 members were absent due to personal reasons. In week 7 and 8, a team member was late and in week 9 another absence was recorded. These consequently led to team communication to weaken temporarily at times and caused confusion when the client was assigning weekly objectives to each member. The absence may be due to other matters being prioritized to the absent team member.

While not all absences can be prevented, they can be reduced by organizing their personal life better and try not to coincide it with tutorials or meeting times. To reduce these absences, perhaps the team could create a schedule where each team member records their available times, and choose the most beneficial time (firstly choosing a time where every team member can join) where each team member has free time before and after, in case meetings need to be delayed or start earlier. If personal matters do arise that need to be prioritized, then the team member should consult the client as early as possible and be assigned a task to complete by a certain time, so they don't fall behind or lose contact with.

Team Efforts and Quality of Project:

As a team, we worked efficiently on each of the assigned stories and their associated testing elements to ensure that our website is working to the standard we set ourselves at the beginning of the sprint. Our team morale and spirit was high as we collaborated with each other on different tasks. We also delegated our tasks in a way that suited each of the team member's strengths and weaknesses to be more effective when approaching certain tasks.

In the beginning, we acted a bit slow in terms of progress towards the Sprint 1 Goal. This wasn't as much of an issue due to how we organized the sprints by giving some of the easier tasks to the first sprint to give ourselves a lower bar to meet as we work as a team with members we previously haven't worked with before.

For the next sprint, we will aim to improve on our current performance in Sprint 1 by assigning and working on tasks earlier so that we can have more time on our hands to delve into the specifics and possible errors and exceptions that may arise during the production of the content we are creating. By managing our time a bit better, we can improve our work rate and team cohesion to achieve our goal for the release sooner, and be prepared for any major problems that could come our way.

Informative to Client and Tutor:

The client asked and discussed our questions with Jesse many times through email, workshops and before and after it. Since we had a decent communication going on, the client was kept up to date with everyone's progress most of the time. When concerns or questions arise within the group, we always first discussed our understandings of it, but sometimes we were just unsure about the details so we had to ask the tutor for a direction.

The client could have done better in gathering everyone's concern or questions, so the client will try to organize our questions better to ask the tutor next sprint, so we don't have to miss out on anything and struggle later.

Issues Raised and Handled:

As a group, we had no major issues raised and very few to no minor issues raised. Each member was very understanding of their colleagues and each actively supported the other members such that issues could be prevented and the team could continue functioning positively. This was achieved through professional, open-minded conversations, not being afraid to disagree with an idea, observing politeness when disagreeing and moving quickly to the most agreeable outcome. The positive attitude of each member and the commitment to the team, as set out in the teem agreement, served to promote a healthy, collaborative and high-performing environment.

In saying that there were practically no issues raised, this does not necessarily mean that there were no issues present within the team at all. It would be likely, however, that any issues that did exist were minute at the most. While, as stated, there were very minimal issues within the team, it was evident that, had there been a more serious altercation, it may have been left and not dealt with due to fear of creating tension and lowering morale. By not raising any issues at the earliest opportunity, the group's efficiency may have been hindered for significant periods of time. Also, small issues that could have been eliminated early may have developed into larger issues and caused further trouble later.

For the next sprint, a more aggressive approach to issue handling should be used to maximize the efficiency of the team. However, they must still be handled professionally and with fair consideration of all parties. Ideally, issues must be acknowledged, raised and dealt with as soon as they are recognized, and like the group has been doing so far, the most agreeable and beneficial outcome should be reached by the team.