COMP9900
Term 1, 2021
Information Technology Project

Sprint 2 Retrospective

Project Title: Chatbot
Group Name: 9900-W18A-OuterHeaven

	Name	Email	zID	Role
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3.	Janvi Paresh Sheth	z5251994@ad.unsw.edu.au	z5251994	Design & Developer
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Lecturer: Iwan Budiman

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Meeting Details

Meeting Date	7-Apr-2021
Meeting Time	07:00 p.m. to 08:00 p.m.
Collaboration Tool	Blackboard Collaborate (During the lab; post Demo 2)
Participants	- Pei Wang - Janvi Paresh Sheth - Sriram Murali - Ziyang Geng - Darshana Pritam Shah

Effectiveness of Improvement Ideas from the Prior Sprint

➢ **Define deadlines for tasks**
We did a great job defining deadlines to tasks so we can avoid last minute submission issues. The retrospective A document was completed on time and reviewed by all team members on time for a submission. We also defined in advance what will be the scope for the second demo and ensured that the relevant deliverables were in place and on time for the showcase.

➢ **Mock up Demo**
We prepared for Demo with a mock up presentation prior to the actual Demo. This helped us showcase all the completed user stories. Though we exceeded the demo time limit by 30 seconds, it was largely due to a screen share issue during the demo and had nothing to do with our preparation.

➢ **Internal Showcase during scrum meetings**
We regularly conducted internal Demo's during the sprint to obtain feedback on each other's work. This helped us constructively critique each other's work and improved the quality of our deliverables.

What did we do well?

➢ **Sprint Progress**
By the end of Sprint 2, we as a team had completed 6 of the 8 objectives that we set out to achieve in this project. This is tremendous progress considering we started development in week 4 and are now well placed to complete the remaining objectives including the project report and technical documentation on time.

➢ **Team Work**
We continued to collaborate and work well as a team despite the challenges of working virtually and being in different time zones and with a unique personal circumstance of each team member. We had more scrum meetings, where in every

meeting; every team member had to showcase his / her progress. The others critiqued, provided feedback and this worked in a constructive manner to help improve the quality of our deliverables. The team also broke down into smaller groups of 2/3 where it was required to integrate individual work. The lead architect / designer in the team was helping other team members wherever they needed technical help. All these indicators point to a very cohesive, collaborative and functioning project team.

- ➢ **Extensive Testing and Defect Fixes**
  We thoroughly tested different functionalities of the system to capture possible defects well in advance. For example, an integration defect in the recommendation module made us modify the feature from Bubbles to Text. Overall this contributes to an improved quality of our final product. The team also had a very quick turnaround time for defect fixes.

What did we NOT do well?

- ➢ **Timing during Demo 2**
  We exceeded the demo 2 by 30 seconds. Though we practiced in advance, there was a screen share issue which slightly distracted us and we ended up exceeding the time limit. We will take necessary measures and have contingency plans in place to address adverse circumstance (if any) during the final Demo.

- ➢ **User Stories**
  We updated the user stories for sprint 2 by using the proper Connextra format to describe the project requirements and capture the description of features and functionalities to be delivered for users and customers of our system. However they were written from the perspective of a product owner. We will correct this in the final sprint to be from the customer's perspective.

- ➢ **Sprint Planning**
  Though we made tremendous progress in Sprint 2, we did miss the target we set for ourselves. The recommendation module was not tested enough in time for a showcase during demo 2. We should have planned better and must have had achievable targets for the sprint. These indicators point to a lack of effort estimation and poor sprint planning. We aim to plan better during the final sprint.

How can we improve in the Next Sprint?

1. Update User Stories to use proper Connextra format to describe the project requirements from the customer's perspective.
    - Responsibility – Sriram Murali (z5232023)

2. Better Sprint planning to have achievable targets and de scope functionalities that cannot be achieved by 21-Apr.
    - Responsibility – Sriram Murali (z5232023)

3. Practice for Final Demo with Mock up's

- Responsibility – Entire Team; presentation steered by Pei Wang (z3290805)

4. Complete, test and integrate the Recommendation module well in advance
- Responsibility – Ziyang Geng (z5192405)

5. Complete, test and integrate the BI module well in advance
- Responsibility – Janvi Paresh Sheth (z5251994) and Darshana Pritam Shah (z5298610)

6. Every team member is being encouraged to update user story status in JIRA on regular basis
- Responsibility – Entire Team. Sriram Murali (z5232023) to remind the team in every scrum meeting