



UNSW
A U S T R A L I A

COMP9900
Term 1, 2021
Information Technology Project

Sprint 1 Retrospective

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

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Meeting Details

Meeting Date	17-Mar-2021
Meeting Time	07:00 p.m. to 08:00 p.m.
Collaboration Tool	Blackboard Collaborate (During the lab; post Demo 1)
Participants	<ul style="list-style-type: none">- Pei Wang- Janvi Paresh Sheth- Sriram Murali- Ziyang Geng- Darshana Pritam Shah

What did we do well?

➤ **Collaboration**

Due to Covid restrictions, the entire team formation was online. Initially it was challenging to get to know each other as all of us were strangers to each other with no prior interaction amongst us. We have a team member working outside Australia in a different time zone. And we also had a team member who was travelling during this sprint. Despite this, we were able to seamlessly co-ordinate, meet the goals and achieve objectives during Sprint 1. One of our early successes was that a majority of the team contributed to various sections in the proposal document and we engaged with each other effectively to compile the final document. This continued well into Sprint 1.

➤ **Achieve Sprint Goals**

We made tremendous progress in Sprint 1. We agreed on the project architecture and design and set up the foundation for the project. A dev environment and a framework were set up to build on top of during subsequent sprints. All user stories in scope for Sprint 1 were delivered by the team and on time.

➤ **Ownership and Responsibility**

Work was clearly distributed and assigned to each member. Each one of us understood our roles and responsibilities and there was enough clarity on what each of us had to deliver by the end of the Sprint. Where there was dependency on each other's work, we effectively communicated and supported each other and worked to achieve the objectives with the best of our abilities.

➤ **Clarity on Objectives**

We were very practical in what we can achieve as a team given roughly 7 weeks of development. Though we started off with an ambitious agenda, we logically thought through and trimmed down our objectives. We did this without compromising the potential our project could have. The rationale being, meeting the project objectives and demonstrating a capability for scaling up rather than having complex objectives which are impractical to achieve given the time.

What did we NOT do well?

➤ **Scrum Meetings**

We first underestimated the need to have frequent meetings. Initially we met just during the lab session and thought we could collaborate fine just using WhatsApp. But then we added up to 4 scrum meetings a week and realized how important it was to track each other's progress and clear roadblocks that any team member might face. It added the much needed discipline to our team work.

➤ **Demo 1**

We faced some technical challenges during the first demo. But we did quickly recover from the initial hurdle and ended up demonstrating all the user stories that we had in scope for Sprint 1. We hope to avoid this in the next demo with a strong prior preparation.

➤ **Proposal Submission Deadline**

We were working till the last minute during the proposal submission. We were collating inputs from various team members and also making changes until the last minute. It was a shared document and multiple team members were updating at the same time. There were confusions about updates missing, prior versions etc., which added a lot of anxiety. Here again, we were able to clear the roadblocks and make the submission on time (but we could have handled it better).

➤ **User Stories**

The user stories we created for sprint 1 were not using the proper Connextra format to describe the project requirements. Also they did not strictly capture the description of features and functionalities to be delivered for users and customers of our system.

How can we improve?

1. Define earlier deadlines for tasks to avoid last minute submission issues
2. Prepare for Demo with a mock up presentation prior to the actual Demo
3. Define user stories to use proper Connextra format to describe the project requirements
4. User stories to capture the description of features to be delivered for our system users
5. More Internal Demo's during the sprint to obtain feedback on each other's work
6. Every team member is being encouraged to update user story status in JIRA on regular basis