

Sprint 1 Report

SkillSwapper

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Actions to stop doing: These are the activities or actions the team determined they should stop doing. This is the answer to the question, "What things should we stop doing?" The items should take the form of a brief description of what the team wants to stop doing, followed by a brief explanation. If there are no items, this section should describe why the team is completely satisfied with their current process.

Examples: The team should stop holding daily scrum meetings at 7am in the morning, because nobody can make that meeting time. The team should stop allowing daily scrum meetings to go over 15 minutes, because the meetings are less effective that way.

Activities/actions we should stop doing:

- Overestimating when a task will be completed but not communicating that it's taking longer than expected. For example someone is assigned a task and they say it will get done by the end of the day, but it was more complex than they originally thought and no message was sent updating the progress of the task.
- Not updating the notion task board when items are completed or in progress as it creates confusion around what tasks still need to get done.

Actions to start doing: These are the activities or actions the team would like to start doing to improve their development process. This is the answer to the question, "What should we start doing?" The items should take the form of a brief description of what the team wants to start doing, followed by a brief explanation.

Examples: The team should schedule more group work sessions, since these are very effective at getting work done. The team should be more accurate at estimating work tasks, since tasks were consistently under-estimated last sprint.

Activities/actions we should start doing:

- If working with other people on a specific component or functionality, schedule mini meetings with just that person/people you are working with so the whole team knows of them and everyone can be accounted for and a blocker won't be that they couldn't find a time to meet.
- If not everyone can make a meeting, hold a hybrid option for the meetings so people who want to meet in person and those who can't join in person can still join via discord and hear what's being discussed.

Actions to keep doing: This is the answer to the question, "What is working well that we should continue to do?" The items should take the form of a brief description of what the team wants to start doing, followed by a brief explanation.

We'll continue doing:

- Holding longer meetings in conjunction with our scrum meetings (which usually take the first 15 minutes of the meeting block to check in), the rest of the time is for everyone to work on their part, collaborate/get help from others if they are blocked, or discuss possible implementations for new functionality.

Work completed/not completed: This is a list of the user stories that were completed during the previous sprint, and a list of the user stories not completed during this sprint (but which were part of this sprint, and were in the sprint plan).

Completed user stories:

- As a user, I can view a post.
- As a user, I can login or sign up on the website.

Not completed user stories:

- N/A

Work completion rate: This section should report the following:

Total number of user stories completed during the prior sprint = 2

Total number of estimated ideal work hours completed during the prior sprint = 59.22

Total number of days during the prior sprint = 14 days (each sprint is 2 weeks)

For the previous sprint, the user stories/day and ideal work hours/day figures should be reported. For sprints past the first sprint, this section should also provide the average user stories/day and average ideal work hours/day figures computed across all sprints to date. The final sprint burnup chart for the previous sprint should be available for viewing in the lab and an email of this chart sent to the TA/prof.

Sprint 1:

User stories/day = $2 \text{ user stories} / 14 \text{ days} = 0.14 \text{ user stories/day}$

Ideal work hours/day = The Notion board shows User Story 1 has 40 estimated hours and User Story 2 has 19.22 estimated hours. Therefore, $(40 + 19.22) / 14 \text{ days} = 4.23 \text{ ideal work hours/day}$.