Team Retrospective

Practice/processes that we would use again:

* Traditional project management methods: planning and tracking is important for any project. To be able to deliver this project on time. We have used some project management techniques such as Gantt Chart, Network Diagram, Critical Path Analysis and Tracking Gantt Chart to sketch the project schedule and tracking our progress using Microsoft Project 2016. All of our members are familiar with these practices since they are also taught in other papers at AUT and some of us have applied these tools in other projects. Even these techniques were invented and have been used for such a long time, they are still industry-standard tools that help to effectively manage an IT project.
* Version control: for our project, version control is a handy tool to keep track of the diffent documents version we have made over time. It also functions as a tool to share and restore all of the members work. GitHub is also our backup source to prevent in case any disasters happen that cause us lose all the local files. However, we still did not optimize all the features which can be applied offering of GitHub, which we will discuss in the next section.
* Social Media Communication: we communicate virtually through Facebook Messenger. It is fast and easy. Even though social media can create some distractions when you tried to discuss about works. However, I think we have managed ourself well, hence all the discussions were always focused and on topic.
* Peer review: this is the first time we do peer review to check for the quality of our works, we tried to follow some guidelines in the internet to help us along. Even though it is just student peer review, we were all enjoy reviewed other people works and give them constructive comments to improve through the peer review form. This practice makes quality assurance become much more discipline than just doing proof reading which we have experienced in our other projects.
* Face-to-face Communication: virtual communication is getting more popular because of its convenience and being supported by many type of technologies. However, face-to-face communication still plays and important in any project. Hence, we tried to achieve the balance between these 2 types of communication. We held a meeting weekly in university and discussed about what was we going to do on that week. It was not only about work but also a chance for us to solve any potential conflicts as well as knowing each other better in person. This practices enhanced trusts and our team atmostphere.

Practice/processes that we would drop:

* Direct commit on GitHub: we just made changes to the files and pushed it directly to the repository without making a pull-request. Hence, we could not make comment on others people changes. It was supposed to be a good collaboration tool in addition to Social media communication by creating and recording various discussions on different specific works/tasks. Direct commit also prevented direct document review and change acknowledgement. We mostly had to asks others to know which parts have been changed.

Practice/processes that we would add if we had to do a similar project again:

* Pull request on GitHub: a pull-request is a much better option than direct commit. It creates opportunites for others to exactly see which bits are modified and how are they different compared to the last version. It also provides an option to stop merging changes which are considered not qualified enough to be made. Pull request also utilizes GitHub social integration function by enabling to make comments directly on the pull request, etc.
* Critical path analysis
* Risk register