

VetCare Project Sprint Retro Notes

Team: P09-03

Sprint: Sprint 0

Date: 24th August 2024 (Duration 1 hour)

Attended: The whole team of 6 members

Scrum Master: Preeti Goel

Product Owner: Jyoti Kundu

Development team: Ashmit Sachan, Henry Van Toledo, Kaiyang Zheng, Kai Hei Kong and Aphisith Siphaxay

1. THINGS THAT WENT WELL

- For **Sprint 0**, the team successfully created all the necessary tasks, user stories, and epics. We worked together to estimate the effort required for each task and story, ensuring that everyone was aligned.
- The team produced comprehensive architectural diagrams and VetCare wireframes. These visual aids were essential in guiding our development efforts.
- We updated the SRS documentation to reflect all decisions made regarding product scope, requirements, and architectural choices. This ensured that the documentation remained accurate and up to date.
- A GitHub repository was set up, along with a project board using Kanban methodology. This helped us track progress and manage our work effectively throughout the sprint.
- Collaboration was strong across the team. We were able to split the work effectively, with no overlap or conflicts. Everyone contributed by playing to their strengths—some focused on UI design, others on management, architecture diagrams, or documentation.
- We successfully completed all the necessary work for Milestone 1, and the team is proud of the effort put in to reach this milestone.

2. THINGS THAT COULD HAVE GONE BETTER

- The team started Sprint 0 very late, only getting underway in Week 3. This delayed our progress and increased pressure as we approached the milestone deadline.
- Initially, we had very few team members, which further slowed our progress. As new members joined the team each week, it took time to bring them up to speed, which disrupted the workflow.
- Learning how to effectively use the GitHub project board and manage sprints was a challenge, as most of the team was more familiar with tools like Jira. This led to some confusion and inefficiency early on.
- Not all team members were familiar with the process of estimating tasks and documenting meetings, which added to the learning curve and slowed down initial progress.
- Some team members were not regular in attending meetings or contributing consistently, leading to an uneven distribution of work. This meant that some members had to carry a heavier load, which was unfair and could be improved in future sprints.

3. THINGS THAT SURPRISED US

- We were surprised by the amount of work required to complete all tasks and meet Milestone 1. The tight timeline, combined with the late start, created unexpected pressure. However, the team quickly adapted and showed impressive commitment to ensuring that we met our goals.
- Bringing new team members up to speed each week was more challenging than anticipated, adding to the overall workload. Despite this, the team demonstrated strong collaboration and creativity, helping each other out and finding efficient solutions to keep the project on track.
- The learning curve associated with using GitHub's project board was steeper than expected, especially for those more familiar with Jira. Nevertheless, the team's ability to adapt to new tools and processes was a welcome surprise. With some effort and teamwork, we quickly became proficient, which greatly improved our efficiency.

4. LESSONS LEARNED

- Starting early is crucial to avoid last-minute pressure. We need to plan our sprints better and begin working on tasks as soon as possible.
- Consistent team member participation is essential for even workload distribution. In the future, we should establish clear expectations for attendance and contribution from all team members.
- Familiarizing the team with the tools and processes (like GitHub project boards) before the sprint begins can help prevent confusion and inefficiency.
- Collaboration and communication are key, especially when onboarding new members. We need to develop a more streamlined process for integrating new team members to minimize disruption.

5. FINAL THOUGHTS

Things to Keep:

- Maintain the strong collaboration and effective division of labor that allowed us to leverage each team member's strengths.
- Continue using architectural diagrams and wireframes to guide our development efforts and keep documentation up to date.
- Keep the practice of using a project board to track progress and ensure that everyone is aligned on tasks and timelines.

Things to Change:

- Start planning and executing sprints earlier to avoid last-minute rushes and reduce pressure on team members.
 - Improve attendance and participation from all team members to ensure a fair distribution of work and to support consistent progress.
 - Provide more training or resources on using tools like GitHub project boards to reduce the learning curve and increase efficiency.
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