VetCare Online Veterinary Clinic Management System Sprint Planning Notes
Team: Group-P06-02
Sprint: 0
Date: 25.08.24

Attended: Yifan Shen, Shreyas Deepak Shah, Abdullah Abdosh, Frahan Wazer, Mohammed Ahtesh

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Product Owner: Jyoti Kundu
Development team: Yifan Shen, Shreyas Deepak Shah, Abdullah Abdosh, Frahan Wazer, Mohammed Ahtesh

# 1. Things That Went Well

- **Clear and Effective Communication:** The team maintained consistent and open lines of communication throughout the sprint. This ensured that blockers were identified and addressed promptly, minimizing delays.
- **Completion of User Stories Ahead of Schedule:** All user stories planned for Sprint 0 were completed ahead of time, allowing the team to pull in additional tasks and provide a buffer for future sprints.
- **Strong Team Collaboration:** Seamless collaboration across all team members led to fewer errors and faster progress. Peer support during task completion was highly effective.

# 2. Things That Could Have Gone Better

**Estimation Accuracy:** Several tasks were underestimated, resulting in some members rushing toward the end of the sprint to meet deadlines. This impacted task quality and caused some minor rework.

- **Actionable Improvement:** In the next sprint, introduce a collective estimation session involving all team members to better calibrate story points. Use historical data to adjust estimates where applicable.

# 3. Things That Surprised Us

**Skill Gaps in Certain Technologies/Tools:** Some team members needed more time to familiarize themselves with certain technologies or tools, which led to delays and additional research during the sprint.

- **Actionable Improvement:** Plan dedicated learning sessions or pair programming for upskilling team members in specific technologies before sprint work begins. Allocate learning time in future sprints as needed.

# 4. Lessons Learned

- **Importance of More Accurate Estimations:** The team recognized that more cautious and detailed estimations could help reduce last-minute pressure. Underestimating effort leads to rushing, which can affect quality.
- **Lesson for Future Sprints:** We will set more time for in-depth discussions during sprint planning, where we break down tasks into smaller, more manageable subtasks. We will also incorporate buffer time for unexpected issues.
- **Regular Documentation Reviews:** Not setting aside time for documentation reviews led to minor discrepancies and confusion during task handoffs. Mid-sprint documentation checks would help prevent this.
- **Lesson for Future Sprints:** Schedule a brief documentation review halfway through each sprint to ensure everything is clear, consistent, and up-to-date

# 5. Final Thoughts

- **Things to Keep:**
- **Communication and Collaboration:** Continue the high level of communication and collaboration as these were key factors in the team's productivity and ability to complete work ahead of schedule.
- **Proactive Issue Resolution:** The proactive identification and resolution of blockers should continue to be a priority to maintain momentum throughout the project.
- **Things to Change:**
- **Mid-Sprint Documentation Check:** Implement a structured mid-sprint documentation review session to ensure everything is up-to-date, preventing potential misunderstandings or bottlenecks.
- **Adjust Estimation Process:** We will incorporate more detailed estimation discussions, considering past experiences and including all team members to improve estimation accuracy.
- **Formal Learning Sessions:** Introduce regular learning and upskilling sessions for team members who need more exposure to unfamiliar technologies to reduce skill gaps and improve velocity.