Sprint 4 Retrospective Meeting
Apr 26 2024

<u>Attendees:</u>
Kacie P, Lysa H, Muiz O, Robert P, Elya D, Max Y
(Yifan Z out of the country)

<u>Goals:</u>
This meeting is NOT to reflect on the product that is being made, but on the scrum process itself.
- Are we happy with how the sprint went? Amount of work done, frequency of meetings, scheduling of meetings, length of meetings…
- Were we using our tools effectively? GitHub, Jira, Figma, Discord…
- What have we learned that we will take forward beyond this course?

<u>Discussion:</u>
Are we happy with how the scrum process went? Amount of work done, frequency of meetings, scheduling of meetings, length of meetings, content of meetings…

Everyone was in a rush to complete all remaining features on the site, and we had many final bugs to report and fix, so our few final meetings became much longer in length. The content was still as it always has been, where we have gotten into a very good flow after working together for four months.

Were we using our tools effectively? GitHub, Jira, Figma, Discord…

Communication through Discord skyrocketed as we were coordinating final steps of the project. Jira was an amazing tool to see everything that we had remaining. It is also extremely beneficial to go back and see everything that we have accomplished for the development of our final report and the updated user requirements document.

We had an issue with one of the pushes that was put through during some of the final days of the project where the development branch received commit pushes which it should not have from Elya's branch. Trying to revert the commits was unsuccessful. A new branch called testing-branch was created to replace the development branch which solved all issues we were having. We are still not sure what caused the issue, but we were more cautious going forwards.

What have we learned that we will take forward beyond this course?

- Commenting is really important, especially when working in group scenarios, so that if other people need to bounce off of your code or fix found bugs, it will be much easier for people to be able to do that.
- Communication is essential in the software engineering process, to make sure that everyone is on the same page and the workload is being evenly distributed.

- Staying updated on the work of others is extremely important when determining the scope of the project, and becomes beneficial in many ways, even if you are not directly interacting with their code.
- Agile development processes are very useful to be able to adapt to changing requirements, and allows for easy reevaluation of priorities.
- Detailed meeting notes are essential in maintaining communication between group members who are not able to make it to meetings, and to reference back to when information is forgotten or misunderstood.