TASK 12P

Sprint Review

SWE30010 - Managing IT Projects

Class: Fri 08:00 DT7.2 - **Tutor:** Pham Thi Kim Dung

GROUP 1: The Beavers

Trac Duc Anh Luong - 103488117

Minh Nghia Nguyen - 103806269

Gia Minh Nguyen - 103487156

Cong Anh Nguyen - 103792960

Tran Dat Dinh - 103487143

Anh Duc Nguyen - 103488489

Preparation Before Meeting

A. Completed Items

In sprint 1, the team has completed all items planned, including:

No.	Item	Dependencies	Business Value (1 least – 10 most)	Release Schedule (Sprint 1 | 2 | 3 | …)
F1	Design database schema	None	7	Sprint 1
F2	Create modules and set up the environment (OutSystems)	F1	8	Sprint 1
F3	Set up user roles, develop user registration and log in authentication	F2	9	Sprint 1
F4	Develop admin screens for product, category, and order monitoring	F2	8	Sprint 1

Figure 1: Completed backlog items

Figure 2: ClickUp evidence of completed backlog items

All items were completed adhering to the definition of done and quality assurance metrics, provided evidence on ClickUp, and documentation that will be submitted in task 14P.

B. Uncompleted Items

Our team has no uncompleted items in sprint 1.

Sprint Review Meeting Minutes

Location: DT7.2
Time: Start at 9:45 am - End at 10:00 am (22/03/2024)

Stakeholder:
- Pham Thi Kim Dung

Attendees:
- Trac Duc Anh Luong (Product Owner)
- Minh Nghia Nguyen (Scrum Master)
- Gia Minh Nguyen (Scrum Team Member)
- Anh Duc Nguyen (Scrum Team Member)
- Tran Dat Dinh (Scrum Team Member)
- Cong Anh Nguyen (Scrum Team Member)

Notes:
1. What user stories were committed to during Sprint 1, and were they all completed?

User Stories No.	As a <type of user/persona>	I want to <goal/objective>	So that <benefit/result/ some reason>	Solution
1	Customer	I want the website's feedback when I register an account.	My information is correct.	Validation is utilized in every field in the registration page.
2	Customer	I want to save my login credentials and option to send new password,	I can retrieve my account when I forgot the password.	The "Forgot password" window is created.
3	Admin	I want to export orders by month.	I can analyse sales trends, facilitate financial reporting, optimise inventory management, monitor performance, and gain insights into customer behavior.	The " Export " action and the "Month Picker" function are added to select the month to export.
4	Admin	I want to manage products and categories.	I can organize inventory effectively, improve navigation for customers, enhance search functionality,	Product and Category Management pages are created, utilizing CRUD.

			optimize marketing efforts, and ultimately, drive sales and customer satisfaction on an e-commerce website.	

Figure 3: User stories and provided solutions

2. Were there any obstacles or limitations that hindered progress during Sprint 1?
This is the first time our team has worked with the Scrum framework. Therefore, it took some members a period to get used to it. However, as time passes, we all get used to it and even perform beyond our expectations.

3. How did the team address any issues or blockers that arose during the sprint?
During the sprint, our team had several methods to address any issues or blockers that arose, ensuring that the progress of the sprint backlog items was not affected:
- Daily meeting: Our team has daily meetings every evening for about 30 minutes during the sprint development to share updates on their tasks, mention any challenges they were facing, and ask for assistance if needed
- Breaking Down Tasks: The item F4 for print 1 was a large and complex item, so we needed to break it down into smaller, more manageable subtasks and make it easier to identify and resolve.
- Task support: During the sprint development, if anyone has any questions or needs help with their tasks, we can always seek help from the more experienced team members who provide support and guidance.

4. Did the team encounter any unexpected challenges or dependencies that affected sprint delivery?
Overall, our team didn't encounter many unexpected challenges or dependencies that affected the sprint delivery since we had regular daily meetings. This ensured that our team members were constantly in sync and aware of each other's progress and any immediate problems. Additionally, these meetings allowed us to reflect on the day's work, assess if the sprint was on track, and make any necessary adjustments. This real-time feedback contributed to the smooth progress of the sprint and the successful delivery of the sprint backlog item.
The only thing that may have been considered a problem at first was no one in our team was familiar with the low-code system or knew how to develop a website based on it. But with our team's fluent communication and collaboration, we gradually got the hang of it and could develop an e-commerce website based on a low-code platform (OutSystem)

5. How did the team collaborate and communicate throughout Sprint 1?
Regarding collaboration, we were so proud to create a well-collaborated group, everyone showed a strong will and a high desire to achieve common goals, and everyone was always willing to work together, help other members as well and give constructive feedback on others' part, that is why we usually finish the Sprint 1's backlog item on time and get the unit's tasks done ahead of the deadline with good results. We use ClickUp to manage the project and divide the tasks evenly for everyone, which helps us a lot in keeping track and ensuring the teamwork is always in the right direction. The product owner (Duc Anh) is

the most skilful and experienced member, and he is always open-minded to give instructions to others if there's any trouble. Everyone else is willing to contribute their best, so the collaboration is very effective.

Figure 4: Team collaboration using Google Meet

Regarding communication, it is also very good and makes the members feel comfortable working together. The cosy atmosphere encourages members to share their thoughts or critical thinking. During the 2-week sprint, we had daily meetings to reflect on the progress and make any adjustments as needed, and it also gave us more chances to talk and understand each other, which significantly streamlined the teamwork.

6. What was the speed of the team during Sprint 1, and how does it compare to the previous time when writing the project proposal?
As discussed above, the collaboration and communication among team members are very good, resulting in high velocity, and Sprint 1's progress almost always met the estimation.
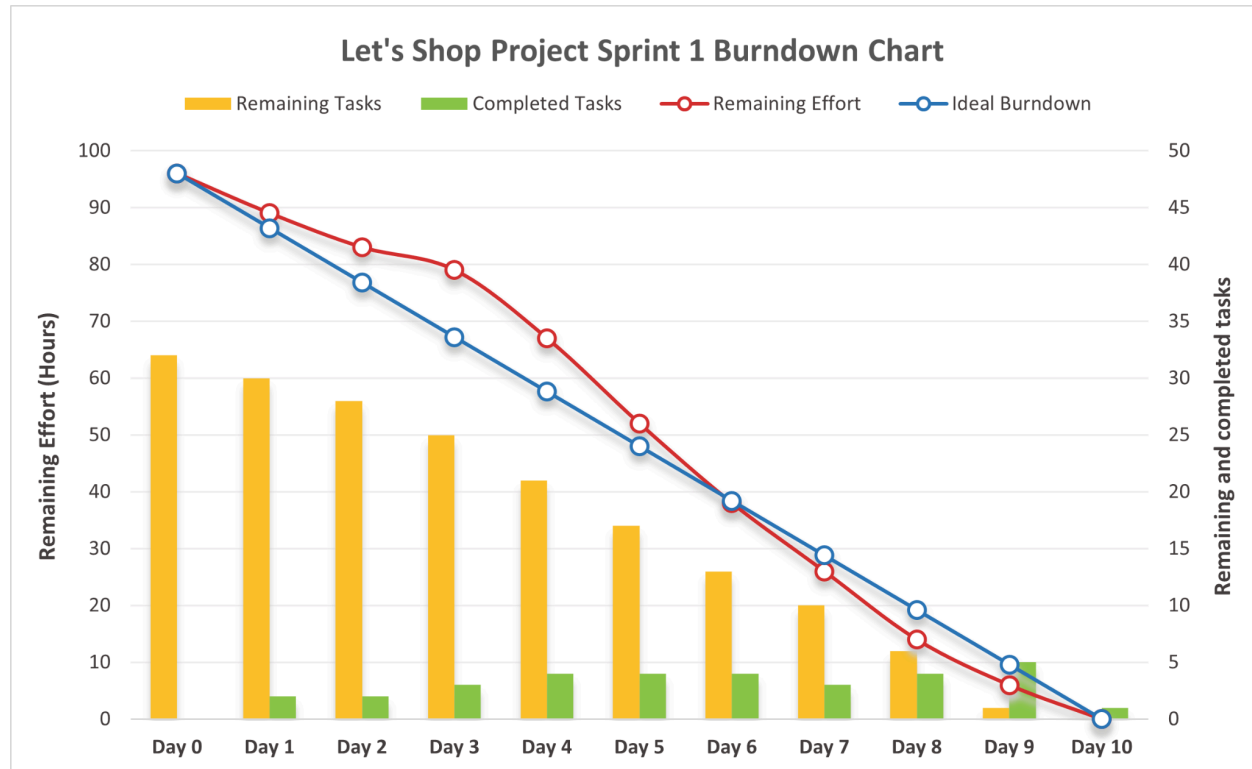

Figure 4: Burndown chart for Sprint 1

As can be seen from our sprint 1's burndown chart, the actual burndown almost showed little difference from the ideal burndown, which indicates that the progress was guaranteed, and the team showed a great effort. The remaining tasks declined steadily, showing they were split reasonably with a suitable time estimation. For the first week, the team's productivity was not so good, which meant the remaining backlog was high, but for the second week, we managed to compensate for the low efficiency. We put a lot more time and effort into the project, which resulted in an even better burndown compared to the ideal line. Overall, all backlog items were completed on time, and the real effort didn't significantly differ from the plan's estimated one.

7. Were there any changes or adjustments made to the sprint backlog during the sprint? If so, why?
Our group made no adjustments to the sprint backlog while conducting Sprint 1. However, we did make some task breakdowns to item F4. The workload of item F4 is quite large compared to other items, so we had to divide that task into smaller tasks using WBS, as we did in Task 08P. This ensures we can complete on time and achieve the best results for Sprint 1.

8. Did the team find any parts of the codebase that need to be cleaned up or improved due to technical issues?

This is the first time our group conducted a project by applying the Low-code method so we suffered many difficulties and issues. We had to get used to Clickup, a tool for project management, and OutSystems, a low-code development platform. After everything settled, we looked back and cleaned up the code to optimise our project's performance and solve any existing issues.

9. How effective were the daily stand-up meetings in keeping the team aligned and focused?
The daily meetings effectively kept the team aligned and focused during Sprint 1. By allowing team members to share their progress and discuss any challenges they faced, these meetings ensured that every member was informed of the project's status and could adjust their work based on the sprint goals, encouraging everyone to stay focused and complete their tasks promptly. Furthermore, these meetings also improve problem-solving effectiveness. If a team member faced a problem, the team could immediately brainstorm solutions, preventing project progress delays.

Improvement Plans:
10. What lessons did the team learn from Sprint 1 that can be applied to improve future sprints?
From Sprint 1, the team learned several valuable lessons that can be applied to improve the following sprints.
   - Prioritization: We realised that prioritising tasks is very important as focusing on high-value tasks can ensure that the most critical parts of the projects are completed early.
   - Clear communication: Clear and frequent communication was crucial to the sprint's success. Without it, we may not have identified and addressed the critical problems that can cause delays in the project timeline on time.
   - Balancing workload: We learned that it's important to balance the workload among team members because overloading one team member can lead to burnout and reduce overall team productivity.

11. What management strategies have you/your team applied, and how? Are you happy and satisfied with your team's management approach?
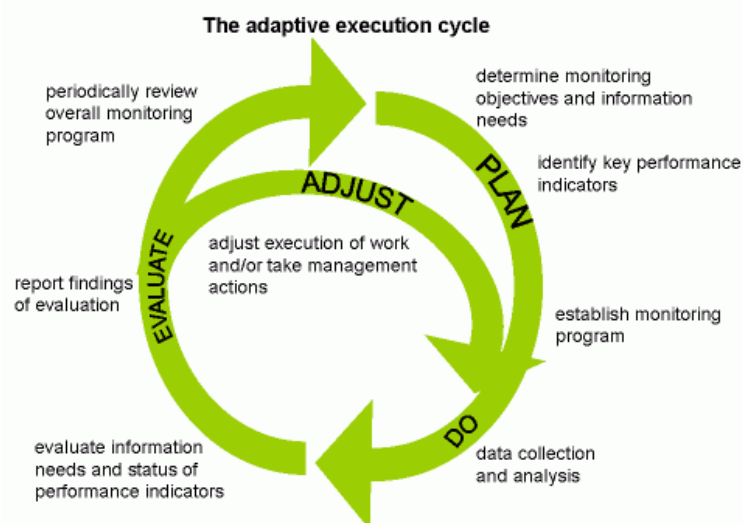

Figure 5: Adaptive Management Strategy Lifecycle

Our group applied the Adaptive Strategic Management strategy. This strategy allowed us to quickly adapt to any environmental changes while conducting the project. We identified goals and declared options to complete those goals based on our current situation: "What do we have?" and "What can we do?". If facing difficulties, we might look back and adjust our current strategy and find other ways to fulfil our requirements for completing the project. Overall, we are satisfied with our current management strategy. We all have the right to share our opinions and are assigned tasks based on each individual's ability and strength.

12. How is the teamwork spirit in the project?

Our spirit of teamwork in this project is evident in:

I.   Communication and Shared Goals:
- We hold regular team meetings to ensure everyone is on the same page and can contribute effectively.
- We openly share ideas and concerns, fostering a collaborative environment.
- Our project goals are clearly defined and communicated, keeping everyone motivated and working towards a common objective.

II.   Support and Respect:
- We actively listen to each other's perspectives and value everyone's input.
- Team members are encouraged to ask for help when needed, and we readily support one another through challenges.
- We celebrate both individual and team achievements, recognizing the contributions of each member.

III.   Adaptability and Bonding:
- We acknowledge that unexpected issues may arise and approach them with a flexible mindset.
- The team is adept at working together to find solutions and adapt to new situations.
- Our "happy coffee time" fosters a sense of camaraderie and allows us to connect on a personal level, strengthening team spirit and overall well-being.