Sprint Retrospective

Company: Top Deal Auto Melbourne, Australia

Software: Car Selling Website

Team name: Prestige K/DA

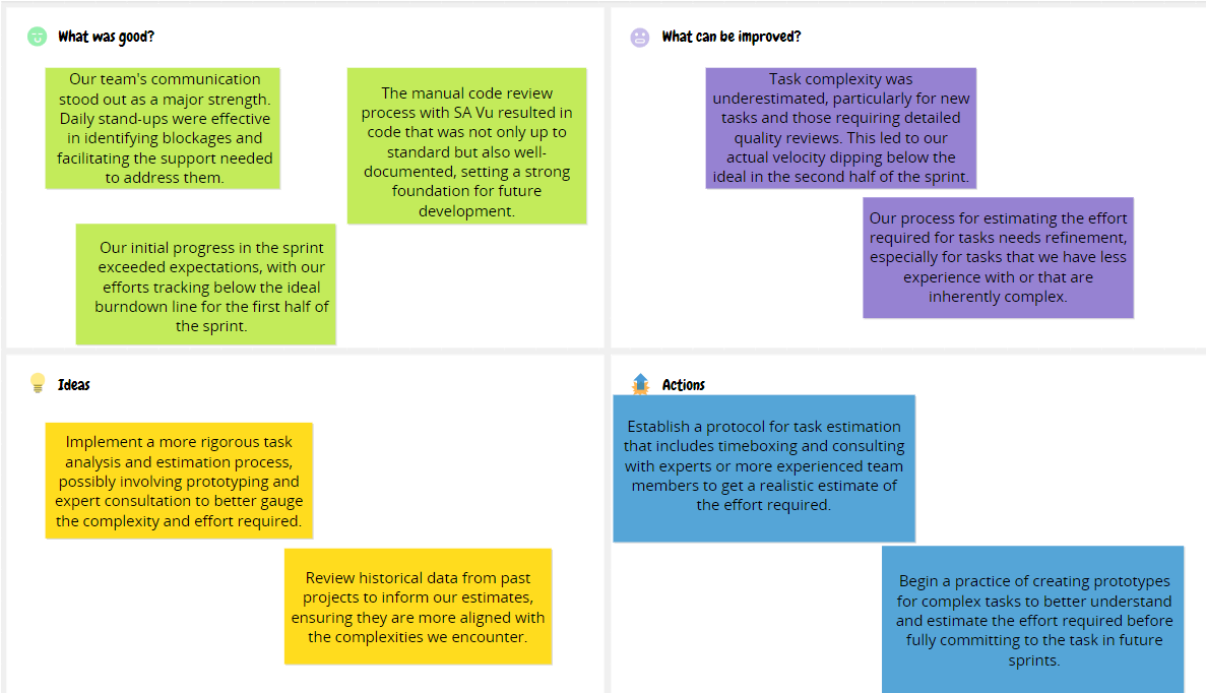
Team Members:

Name	ID	Roles
Pham Duc Linh	103792371	Product Owner - BA
Pham Anh Vu	103806447	Solutions, IT Architect
Nguyen Thanh Dat	103804881	Project Manager - Scrum Master
Tran Tuan Nam	103792643	Lead Developer (BE)
Phung Xuan Tung	103792054	Lead Developer (FE)

Tutorial class: Fri 1:00 PM DT7.2

Tutor's Name: Dr. Pham Thi Kim Dzung

Retrospective Board



Meeting Minutes

Team’s Velocity: Ideal vs. Actual

- It was noted that the team's actual velocity was ahead of the ideal for the initial half of the sprint.
- The team encountered complexities in the latter half, which led to an actual velocity that fell below the ideal.

Task Estimation and Complexity

- The team acknowledged an underestimation of the complexity of new tasks and tasks requiring extensive quality review.
- There was a consensus that reliance on past project experiences did not provide accurate benchmarks for this project's unique challenges.

Team’s Process: What Worked

- The team's daily communication was highlighted as a strong point, particularly the efficiency of the stand-ups in addressing blockages and facilitating mutual support.

Team’s Process: Areas for Improvement

- The estimation process for task effort was identified as an area needing improvement.

- There was an acknowledgment that the team failed to account for the intricacies of quality review in their time estimations.

Ideas for Future Sprints

- Improve task analysis and estimation by incorporating prototyping and consulting with experienced team members.
- Use historical project data to inform and adjust effort estimations more accurately.

Action Items

1. Task Estimation Protocol: The team will establish a new protocol for estimating tasks, which will include:
    a. Timeboxing tasks with uncertain scopes.
    b. Consulting with experts for a more accurate estimate of effort required.
2. Complexity Analysis and Prototyping: For complex features, the team will:
    a. Engage in prototyping to understand challenges better.
    b. Conduct a complexity analysis session before task estimation.
3. Historical Data Review: The team will:
    a. Schedule a review session to analyze past project data for better estimations.

Team Discussion

Team Discussion	
Pham Duc Linh	I wholeheartedly support the proposed actions to enhance task estimation. For future sprints, prioritizing regular knowledge sharing, implementing feedback loops, documenting assumptions, fostering cross-functional collaboration, and investing in training are essential. These steps will undoubtedly strengthen our sprint planning and execution processes, driving better project outcomes.
Pham Anh Vu	I also am fully in agreement with the direction that our team decided to follow during this reflection. All the recommended actions I believe will strongly improve not only our skills in developing proprietary software, but also to do it as a team as efficiently as possible
Nguyen Thanh Dat	I am particularly encouraged by our commitment to prioritizing regular knowledge sharing sessions. This initiative promises to build a solid foundation of mutual understanding and skills enhancement across the team. Furthermore, the implementation of feedback loops will ensure that our learning is continuous and responsive to the dynamic nature of our projects.
Tran Tuan Nam	Following our sprint retrospective, it's evident that refining our task estimation process is crucial for maintaining a consistent team velocity. We plan to establish a new protocol incorporating techniques like timeboxing and consulting with domain experts to ensure more accurate estimates. Additionally, conducting complexity analysis sessions before task estimation and leveraging historical project data will provide valuable insights for future sprints. By

	prioritizing these improvements and fostering a culture of continuous learning, we aim to enhance our efficiency and success in upcoming projects.
Phung Xuan Tung	I've observed that our actual velocity during the initial half of the sprint exceeded the ideal velocity. However, in the latter half, we encountered complexities that caused our actual velocity to fall below the ideal. Reflecting on task estimation and complexity, we realized that we often underestimated the intricacies of new tasks and those requiring extensive quality review. Relying solely on past project experiences didn't provide accurate benchmarks for the unique challenges of this project. We're also establishing a new task estimation protocol that involves timeboxing tasks with uncertain scopes and seeking expert input for better estimates. For complex features, we'll engage in prototyping and conduct complexity analysis sessions before task estimation.