Are We There Yet: Sprint 1 Postmortem

Planning Meeting

During the planning meeting, we constructed a back log from the items listed in the SRS rubric. From there, we assigned a perceived difficulty on a scale of one to five with one being trivial.

Task	Perceived Difficulty
Grammar	2
Style	2
High Level Description	3
Glossary	2
Introduction	3
Acronyms	2
Appendices	2
References	1
Stakeholders	3
Non functional Reqs	4
Functional Reqs	4
Sequence diagrams	4
Use cases	4

- As Michael is the only software engineer in the group, we made him the primarily responsible for the use cases and sequence diagrams
- Brian Powell was assigned the introduction, stake holders and style
- Alex and Brian Sterling were to take the lead on functional and non-functional requirements
- Concerns were expressed over the document as most of us had never written a document of this scope before
- The timeline was also brought up. Points were made to be diligent as to timelines.

Stand up logs

Date	Meeting Highlights
9/4	Sprint planning
9/10	How to divide work for submission Concerns about submission Friday
9/11	Where is everyone for the submission on Friday What items still need to be addressed
9/12	What still needs to be done for submission tonight
9/15	Discussed Jorge/Dr. Barott review What needs improvement

	What went well
9/16	Progress update on SRS fixes Timing
9/17	What needs to be tidied up for final submission Final requirements changes Formatting

What Went Well

While Sprint 1 was our first taste of the SCRUM process there were several things which we did well as a team. We were on top of all of our deadlines, which allowed us to submit our deliverables for review, we established a repository so that the work done independently could easily be combined, and in general we had good team dynamic.

By being punctual with our work, we were able to have ample time to prepare all presentations and deliverable documents. This allowed us time to seek advice from the instructors and ensure that we were submitting a quality product. This is a trait we will incorporate into every sprint evolution seeing how well it benefited out team in Sprint 1.

Since one of the downsides to Sprint 1 was our lack of meeting times, we created a Github repository so all of our work could be accessible to all members of the team and all work good be joined if necessary. This not only helped us collaborate as team however it will also help down the road as Github is great for version control.

Lastly and possibly most importantly, we had great group dynamics. Since we come from all the different fields in the department we were able to help one another with weakness and pool our strengths. We all get along well as teammates and respect everyone's role in the process of designing our robot.

What Could Use Improvement

On the flip side of this being our first SCRUM sprint, there were areas which could use improvement. Since we had never used SCRUM before Sprint 1 served as an active learning process.

We found that as a group there were not enough meetings with the whole group in attendance. This led to a lack of standup meetings and consequently a lack of meeting minutes. This led to, at times, confusion of responsibilities and a lack of traceable documentation for this sprint.

Scheduling was also an issue related to the meetings. Most of the meetings were scheduled the day of, so it was sometimes hard for everyone to make it on time or at all.

While we are sure there are many areas that require improvement, they may not be blatantly apparent at the moment, for all of us SCRUM is a "learn as we go" process.

Our Commitments This Next Sprint

In the upcoming Sprint there are many things we will be committed to doing, while many of these items are deliverables and robot production, there are also many refinements to our SCRUM process that we will be committing too for the upcoming sprint.

First we plan to focus in on one specific design concept for our robot. Up until this point, ideas on implementation of our system have been just that, ideas. It is now time to narrow our scope on practical design concepts. This will allows us to work on the next items for Sprint 2 which is the parts list for our system and the cost of these parts.

It is important for our team to compile an accurate parts list complete with pricing so that we may begin constructing a prototype system. The faster we get a design and parts list the faster we get the parts, and the faster we get the parts the sooner we can start building our system. In a time critical evolution such as this, it is important to get things moving as quickly as possible.

Along with all the items above we plan on submitting all of our deliverables on time with exceptional quality for Sprint 2. These are the graded items for the sprint and thereby making them very important to complete properly.

Along with the above mentioned items we are committing to for the upcoming sprint, there are also many things which we will be committing to, which will help us with the Scrum process. These topics include scheduling, and book keeping.

As mentioned in section b, regarding improvements that could be made to sprint 1, we were not meeting as frequently as we should have been. This is why we are going to set a daily schedule which includes meeting times every day when all members are available to meet, barring unforeseen circumstances. This will allow us to also improve in another area where we were lacking in Sprint 1 which was our daily meeting logs. Since we still be meeting everyday there will also be a designated scribe for that given meeting who will take down the meeting minutes and submit them to the SCRUM Master.

With all of the above commitments, Sprint 2 should run smother than Sprint 1, and our robot will begin to take shape.