**CITS3200 Team 10**

**Minutes of Team Retrospective held on Monday 18 September 2023**

Present: Tom, Nathan, Sapphire, Zen, Sam

Apologies:

Absent:

Meeting Started: 12:00pm

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| **1.1 Discussion of project progression so far**  In this retrospective, we discussed the progress of our project, which we believe to be tracking slightly behind our initial estimate.  We found that this was partially due to an error in constructing the stories for sprint 2. Specifically, we thought that these stories were meant to encompass the entirety of the project requirements, rather than just those targeted for completion in sprint 2. The team also agreed that there were several issues in our development process that may also have contributed.  **1.2 Strengths of our development process**  Next, we discussed the aspects of our development process that we believed were successful. One of these strengths was our frequent team meetings, that all members consistently attended. We talked about how these meetings (as well as our online interactions) involved thorough discussions that prompted the development of various good ideas.  We also found that we worked well to establish a team environment where all team members felt comfortable asking for help. We found all members demonstrated great initiative in working on key features of the project.  **1.3 Factors that negatively affected our development process**  The next part of our retrospective meeting revolved around the aspects of our development process that did not work as well as we had hoped. We talked about how our team became very compartmentalised over the course of the sprint, and collaboration during coding and implementation was limited. We then discussed how this compartmentalisation may have contributed to a sense of lack of direction that some members reported, where they did not know what to work on next. In the same vein, we found that there was little to no code review in our development process, with many members merging their own code to main.  Finally, although we were understanding, we did express how the loss of a team member early in the development phase shifted pressure to the remaining members, and eventually limited our overall performance for sprint 2.  **1.4 Improvement strategies for sprint 3.**  Next, we discussed improvements that needed to be made to help improve our development process for sprint 3. To remedy the compartmentalisation problem within our team, we decided to introduce collaborative coding sessions, where multiple team members come together to implement a specific feature of the project. We also settled on making use of mandatory code review, where a different team member must review someone’s code before it is merged into the main project branch.  To address the feelings of lack of direction that some members felt, we also set out a plan to further break down our project requirements into individual development tasks. We talked about how this will provide a clear pathway through which we can achieve development goals. We also discussed how the previously mentioned collaborative coding sessions will also be useful in generating ideas and giving all team members some direction on how to proceed.  Finally, we decided to implement a system for more intuitive progress tracking. We brainstormed ideas, eventually coming up with an editable progress document that all members will have access to. |

Meeting Closed: 1:00 pm