

# SPRINT 3 REVIEW SUMMARY REPORT

## 1. ACTIVITIES

### Sprint Planning:

**Meeting Time:** 7:00pm-8:00pm 21st Aug 2023

**Attendance:** Nay, Simon, Dora, Fangxin, Shulin

#### **Discussion:**

During the Sprint 3 Planning Meeting, we started by reviewing the achievements and challenges of the previous sprint, a practice that allows us to learn from our experiences. This reflection served as a solid foundation for setting our sights on the goals we wanted to achieve in the upcoming sprint.

Our team demonstrated exceptional teamwork by carefully allocating user stories and addressing any outstanding tasks from our previous Sprint 2 Review meeting. This meticulous planning ensures that everyone is on the same page and working toward our shared objectives.

Recognizing the importance of flexibility, we discussed the variance between our anticipated work hours and the actual hours spent during Sprint 2. In a spirit of adaptability, we made thoughtful adjustments to our work hour expectations for this sprint.

We celebrated a significant achievement together — our successful changes to the application structure and the implementation of branches. These enhancements have dramatically reduced conflicts in our development process. As a result, we unanimously agreed to continue using branches, pull requests, and merges. We also reaffirmed our commitment to cross-checking work among team members, enhancing the overall quality of our work.

**ScrumMaster:** Fangxin

### Daily Scrum:

**Meeting Time:** 8:00pm from Tuesday to Saturday.

**Attendance:** Nay, Simon, Dora, Fangxin, Shulin

#### **Discussion:**

During our daily scrum meetings, our team has been thriving. We've been following the Agile principles diligently, with each team member enthusiastically sharing updates on their progress and openly discussing any challenges they encounter.

Before our second daily scrum, we successfully completed a crucial task: adding a payment table. This accomplishment allowed our team members to dive into their respective user stories that depended on this table.

We've overcome the structural changes and conflicts that plagued us in the past sprints, and as a result, everyone has been laser-focused on their user stories. Our daily scrum meetings have transformed into celebratory sessions, where we excitedly summarised our daily achievements, and there haven't been many obstacles to block our progress.

### **Sprint Review:**

**Meeting Time:** 8:00pm-9:00pm 8th September 2023

**Attendance:** Nay, Simon, Dora, Fangxin, Shulin, Elizabeth

#### **Discussion:**

All the user stories for Sprint 3 were demonstrated on the application to the product owner. The product owner was happy about the overall quality of the completed user stories. All the user stories for Sprint 3 have been moved to the done column on the scrum board and Sprint 3 is completed. Comments and suggestions were made to improve user experiences, including spelling error, drop down list to include all months in the attendance report, adding group by financial year in the finance report, and adding more data in the database to have a good amount of base data when showing the application in the presentation.

The initial draft of the Project Final Report was shown to Elizabeth so she could help us to improve it. It is noted that the problems section in the report is supposed to be the problems of the product owner, rather than the problems of the development team. Some PowerPoint skills were shown and demonstrated to the team too and Elizabeth highlighted that a brief but colourful PowerPoint presentation was expected.

### **Sprint Retrospective:**

**Meeting Time:** 8:00pm-9:00pm 10th September 2023

**Attendance:** Nay, Simon, Dora, Fangxin, Shulin

**Discussion:** refer to Part 3. Sprint Retrospective

## 2. SPRINT 3 PROGRESS

| User Story   | Task   | Developer | Status | Hours Worked |
|--|--|-----------|--------|--------------|
| As an Instructor, I want to view the individual swim lesson bookings and the swim trainees' profile information, so I can prepare for each lesson accordingly. | <ul style="list-style-type: none"> <li>- Access a list of all upcoming individual swimming lesson bookings assigned to me.</li> <li>- See the details of each booking, including the lesson time, the member's profile information (Name, Contact Details), and any additional notes provided by the member.</li> <li>- health records</li> <li>- locations of the classes</li> </ul>                                    | Shulin    | Done   | 6 hours      |
| As an Instructor, I want to schedule my available times for individual swimming lessons, so that members can book lessons with me.                             | <ul style="list-style-type: none"> <li>- Access a timetable where I can input my available time slots for individual swimming lessons.</li> <li>- Set the time, duration (30 or 60 minutes), and location (Olympic size pool, hydrotherapy pool, training pool, or family pool) for each available lesson slot.</li> <li>- if scheduled wrong, be able to change it</li> <li>- how far ahead could I schedule</li> </ul> | Shulin    | Done   | 6 hours      |

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| As a member, I want to make a payment to my subscription, so that I can keep using the service.   | <ul style="list-style-type: none"> <li>- Payment Option: Provide "Make Payment" button within the member's account dashboard.</li> <li>- Payment Details: display a breakdown of the subscription cost and any other relevant payment information.</li> <li>- Payment Confirmation: Click pay the bill, feedback confirmation message.</li> </ul> | Dora | Done | 3 hours  |
| As an Admin/Manager, I want to track payments from members, so that I can make sure memberships are not in arrears.   | <ul style="list-style-type: none"> <li>- Table with list of all payments.</li> <li>- Payment can be searched by member's name</li> <li>- Payment can be ordered by date</li> </ul>  | Dora | Done | 4 hours  |
| As an Admin/Manager, I want to be able view members attendance with a breakdown of the different types of attendance, so that I can see which areas/activities are most/least popular with members and track their participation. | <ul style="list-style-type: none"> <li>- User generates report showing monthly attendance in what areas and activities. Over a period.</li> <li>- Individual attendance history based on member selection. Over a period.</li> </ul>  | Nay  | Done | 10 hours |
| As an Admin/Manager, I want to be able to view reports of the most popular aqua aerobics classes, so that I can plan classes better for next year.  | <ul style="list-style-type: none"> <li>- Keep track of total attendance, average attendance, and percentage of capacity filled for each aerobics class</li> <li>- Group records by months or year</li> <li>- Present in a chart or graph</li> </ul>   | Nay  | Done | 8 hours  |

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| As a member, I want to view subscription details, so that I can see when my subscriptions will be due                                    | <ul style="list-style-type: none"> <li>- Display Subscription Information: including the monthly payment amount of \$70 and the services covered (pool usage and aqua aerobics classes).</li> <li>- Display Payment Overview: show a summary of upcoming subscription payments, indicating the due date and the total amount.</li> <li>- Payment option: click this button to process a payment.</li> </ul> | Simon   | Done | 1 hour  |
| As an Admin/Manager, I want to be able to generate financial reports, so that I can keep track of the financial situation of the center. | <ul style="list-style-type: none"> <li>- Keep track of three revenue collections, total revenue, subscription and swimming lesson tuition. Total revenue is the sum of the last two.</li> <li>- Group collections by months or financial year</li> </ul>  | Dora    | Done | 6 hours |
| As a member, I want to pay for the individual swimming lesson, so that I can secure the instructor's time slot.                          | <ul style="list-style-type: none"> <li>- Display selected lesson details: instructor's name, lesson date, time, and duration before payment.</li> <li>- Display cost breakdown: present total cost.</li> <li>- Click "Pay" button to complete the payment</li> </ul>  | Fangxin | Done | 5 hours |
| As an Admin/Manager, I want to be able to send on-screen news/updates to members, so that I can effectively communicate with members.    | <ul style="list-style-type: none"> <li>- Create and publish news and updates</li> <li>- Send them to all members</li> <li>- OR when the user logs on, the message will appear</li> </ul>  | Simon   | Done | 6 hours |

|   |  |         |      |         |
|---|--|---------|------|---------|
| As a member, I want to view all my bookings for classes and swimming lessons, so that I know which class or lesson is upcoming  | <ul style="list-style-type: none"> <li>- Show my booking info: Course, instructor, pool, date, and time.</li> <li>- cancel my enrolment function</li> </ul>  | Fangxin | Done | 4 hours |
| As an Admin/Manager, I want to be able to send on-screen reminders to members when their subscription is due, so that I can encourage them to continue with their subscription. | <ul style="list-style-type: none"> <li>- View member subscription details – status and expiry date</li> <li>- Send on-screen reminders to members when their subscription is due</li> </ul>  | Simon   | Done | 6 hours |
| As an Admin/Manager, I want to be able to view the subscription status of our members, so that we can actively assist members with their subscriptions.                         | <ul style="list-style-type: none"> <li>- User generated report showing overall membership subscription types and volumes.</li> <li>- User generated report showing individual membership subscription details and status.</li> </ul> | Simon   | Done | 5 hours |
| As a member, I want to cancel my group class booking  | <ul style="list-style-type: none"> <li>- Cancel booked group class</li> </ul>  | Fangxin | Done | 2 hours |

### 3. SPRINT RETROSPECTIVE

#### A. What worked?

A very big congratulation to all team members. All the user stories in the back logs have been completed, reviewed and moved into the Done column on the scrum board.

In Sprint 3, all members have had a significant increase in productivity. The ability to adapt and collaboration was continuously improved after the first two sprints, which contributed to our collective growth as a team and the success of finishing all user stories and pleasing the Product Owner.

#### B. What did not work?

After Sprint 2, we have realised that we often underestimate the workload of one user story and tried to adjust the expectation better for this sprint. Even though we had improved productivity, the expected work hours were still highly underestimated, which is also shown in the burn down chart below.

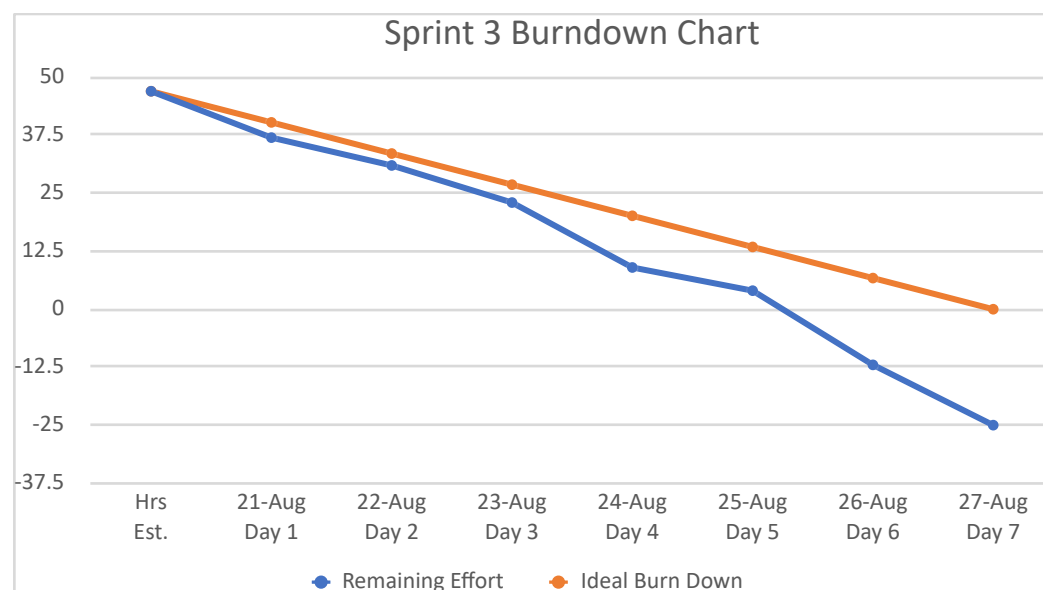
We still had a few issues at the demonstration. When we do our own cross-review, we tend to only check if a specific part of the application works, and forget about mistakes, such as spelling mistakes.

#### C. What can we do better?

Regarding underestimating work hours for each user story, we assume the ability of predicting it comes with experience, so the more user stories we do, the better the idea of how long it will take. We will be more careful when we estimate the hours for the next project.

For testing, we also need to be more precise and try to allocate one person to go through everything before each demonstration at the review meeting.

### 4. SPRINT BURN DOWN CHART



In Sprint3, the total estimated hours were 47 hours and the actual hours used were 72 hours. This explains the blue remaining effort line went under 0 between Day 5 and Day 6. The first three days effort line was very close to the ideal burn down line, and more effort had been made in the last few days, reflecting some work were underestimated and took longer to finish.