# Sprint 1 Feedback

Team Name:

Members:

|  |  |  |
| --- | --- | --- |
| **Sprint 1 Marking Items** | **Worth** | **Grade** |
| README.md in GitHub | 1 |  |
| Licence declaration in GitHub | 1 |  |
| Product Backlog (max 12 stories) and Sprint Backlog | 1 |  |
| Project Team Tracking document – Sprint Planning | 1 |  |
| Project Team Tracking document – Daily Scrum | 1 |  |
| Project Team Tracking document – Retrospective | 1 |  |
| Demo | 3 |  |
| Total | 9 |  |

**Suggestion:** This is a software engineering course, not an application development course.   
The learning objectives are learning software engineering processes. The team should pay more attention to the processes.

### README.md in GitHub

* + All members followed the "commit, push, pull-request, merge, and pull" GitHub team collaboration process to update README.md in GitHub.
* - Some members did not follow the "commit, push, pull-request, merge, and pull" GitHub team collaboration process to update README.md in GitHub.
* - No member should merge their own pull requests.
* - README.md should use the Markdown syntax.
* - All commits should have proper comments.
* - Branching is not allowed in the team repository in GitHub.
* - Source code should only be in the GitHub repository; never store source code in Google Drive.

### Licence in GitHub

* + GNU v3.0 licence declared in GitHub.
* - GNU v3.0 licence not declared in GitHub.

### Product Backlog and Sprint Backlog

* + Included a maximum of 12 stories in the product backlog.
* - There should be a maximum of 12 stories in the product backlog.
* - All stories should describe functionalities supporting the product owner's business.
* - Some non-functional requirements are actually functional requirements.
* - When using a template, remove the samples.
* - Need better column formatting to improve document readability.
* - All descriptions should wrap and align left in the cells.
* - Should not strikethrough finished stories, which makes the documents hard to read.
* + All stories have names of a maximum of three words.
* - Names of stories should have a maximum of three words.
* + All stories have importance and estimation.
* - All stories must have importance and estimation.
* - Almost all stories have high importance and cannot be prioritized.
* - Need a definition for importance (what is high and what is low).
* + All stories have proper test cases.
* - Test cases are necessary for all stories.
* - Some test cases are not clearly defined. It is not clear how the functions work.
* - Should update the states of the stories at the end of the sprint.
* - The state of a story should be empty until the story is included in a sprint.
* - The state of a story should include the corresponding sprint number.
* + Sprint backlog includes selected sprint stories.
* - Sprint backlog not provided.
* - Should update the sprint numbers in the headers of the sprint backlog, task boards, and burndown chart.
* + Created a task board for each story.
* + Stories are properly broken down into implementation tasks.
* - Missing task boards for some sprint stories.
* - When using a template, remove the samples.
* - Should not alter the metadata fields in a template.   
  There may be programs that retrieve data from documents created from a template.
* - The first row of each task board should include the story ID, name, and estimated man-hours.
* - The man-hours on the task boards do not match those in the sprint backlog.
* + Created a burndown chart for the sprint.
* - The sprint period on the task boards does not match the data table in the burndown chart.
* - The total number of days in the burndown chart does not match the sprint period.
* - The total story man-hours in the burndown chart does not match those in the task boards.
* - In the burndown chart, the first day of the sprint should be Day 1, not Day 0.
* - The data table in the burndown chart should be adjusted to the total number of days.
* - The completion dates on the task boards do not match the story points completed in the burndown chart data table.
* - Wrong burndown chart title.
* - The horizontal scale of the burndown chart does not show the entire sprint period.
* - Better scaling should be used for the burndown chart.
* - The burndown chart should be a line chart.
* - Google Drive dis-form the burndown chart. The team should check and fix the burndown chart before submission.

### Sprint Planning

* + Provided team and sprint planning information.
* - There should be a sprint tracking document for each sprint.
* - Should update the sprint number and the team information.
* - Should update the document header.
* - Should refresh the table of contents.
* - The sprint period does not match the period on the task boards.
* - Members' committed days should not exceed the sprint's total work days.
* + Calculated the total available man-hours correctly.
* - Incorrect total available man-hours calculation.
* - Calculated total available man-hours as <#>, but selected total story man-hours as <#>, with a significant gap without explanation.
* + Provided sprint goal.
* - Sprint goal should be a single sentence describing the sprint's high-level business focuses.
* - Technical description (e.g., database) should not be part of the sprint goal.
* - Should include the sprint backlog, not the product backlog.
* - Should include the sprint backlog, not the task boards.
* + Provided Daily Scrum schedule.
* - Should schedule at least eight Daily Scrums.
* - Daily Scrums should have more specific dates, times, and locations.

### Daily Scrum

* + Each member reported at least two Daily Scrums.
* - Should use "black" font for document content.  
  Other font colours should be used as special indicators.
* - From the document history, most Daily Scrums were reported in batches.  
  The team did not practice Daily Scrum regularly.
* - When the task boards or the burndown chart did not change from the previous Daily Scrum, document it as "same as the previous Daily Scrum."
* - The first Daily Scrum should include the task boards and burndown chart, so that the rest can be documented as "Same as the previous Daily Scrum."
* - Should include all sprint task boards, not just those with changes.
* - Should include the data table of the burndown chart.
* + Good Daily Scrum summaries.
* - Some Daily Scrums notes are taken without connection to the sprint's progress.
* - Some Daily Scrums notes have been taken but insufficient to help the team move forward.
* - Minimal Daily Scrums notes were taken. The document does not serve its purpose to acknowledge other parties about the progress.

* - Members have delegated specific man-hours to the sprint during the sprint planning.   
  If members cannot fulfill their commitments, clearly state the fact, the reason, and their new commitments; don't document personal excuses. Then, document how the team will adopt.
* - Product owners do not accept failure to keep commitments as an excuse for delay.
* - The team should document project obstacles (e.g., unexpected database connection issues), not personnel issues.
* - When obstacles are documented, corresponding actions to resolve the problems should be decided and documented (e.g., Member A will work with Member B to resolve the connection issues).
* - A sprint is not on target when the team believes they cannot finish all selected stories of the sprint.
* - The team should always be aware of whether the sprint is on target and make rectifications promptly.
* - When a sprint is not on target, the team needs to discuss and devise corrective actions to put the sprint back on target. The decisions should be documented in the corresponding Daily Scrum.
* - If the team has not been on target since the first Daily Scrum, then the team did not plan the sprint properly or did not understand Scrum.
* - When stories are unfinished, the causes should be discussed and recorded.

### Retrospective

* + Reflected on the sprint.
* - Minimal reflection on the sprint.
* + Calculated focus factor for the next sprint.
* - Did not show how the focus factor is calculated.
* - Wrong focus factor calculated.
* + Good dot voting exercise.
* + Done dot voting exercise.
* - Wrong usage of the dot voting exercise. Dot voting is a team-building exercise.
  + The team should suggest team-improving actions, not software-improving actions.
  + All actions should start with verbs.
* - The team should note what will happen to the unfinished stories.

### Demo

* *<Refer to the Demo Marking Schema>*