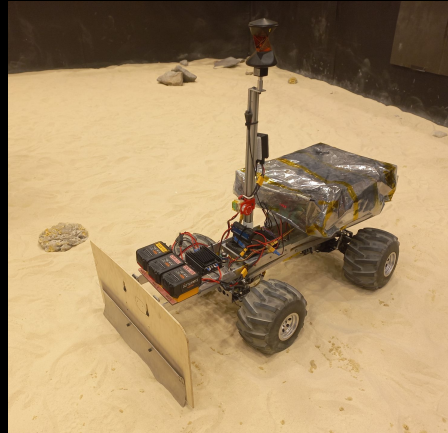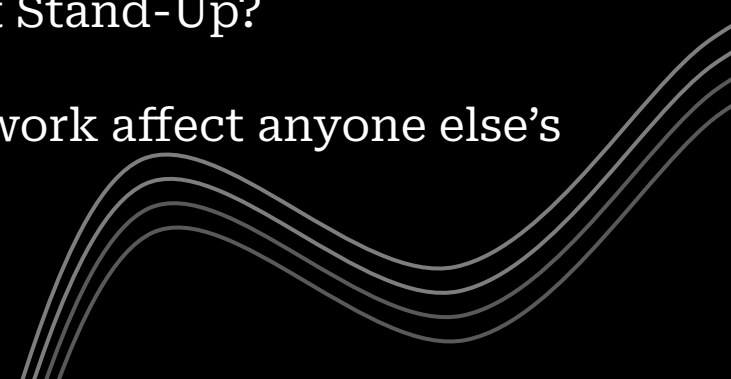# Lunar ROADSTER

(Robotic Operator for Autonomous Development of Surface Trails and Exploration Routes)

"Starting with a foothold on the Moon, we pave the way to the cosmos"
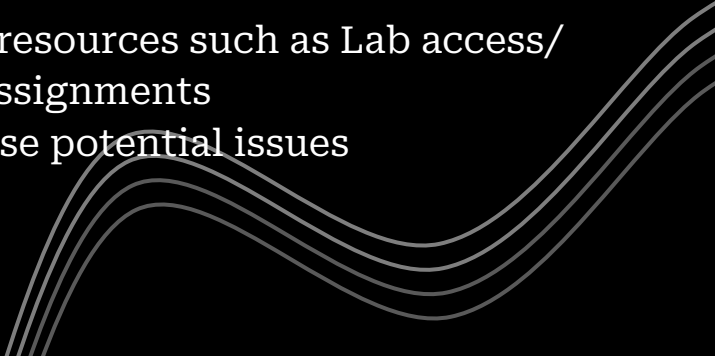
Preliminaries

- **Stand-Up Meetings**: Team meets on weekdays 5:30pm to 5:45pm at CIC LL67
- **Sponsor Meetings**: Team meets sponsor (**Red**) every Friday 10am to 11am at CIC LL67.
- **Progress Meetings**: Team meets after sponsor meeting to discuss progress and tasks for next week. Also discuss bottlenecks in progress
- Everyone shows up and participates :) (some members attend virtually)

- Questions being asked:
  - What have you worked on since the last Stand-Up?
  - What are you going to work on?
  - Is there any help you need? Does your work affect anyone else's ongoing work?

Stop Doing

1. **Last-Minute Risk Mitigation:** Stop addressing risks only when they become urgent; instead, implement a proactive risk management approach with documented mitigation strategies.

2. **Overloading Members:** Reduce inefficiency and burnout by prioritizing critical tasks and properly distributing workload among team members.

3. **Procrastinating on Critical Tasks:** Stop delaying important tasks like sensor calibration, software integration, system and subsystem testing.

Start Doing

1. **Update our risks based on new project scope and direction**
   a. Most risks formulated last semester are no longer relevant
   b. New risks have been identified as the project progresses
   c. Spur-of-the-moment mitigation is being done, but not being documented

2. **Start maintaining an Issues Log**
   a. Some issues kept swept under the carpet due to existing workload
   b. These issues can be forgotten/de-prioritised and cause problems in the future

3. **Better project scheduling with respect to external dependencies**
   a. Team goes off schedule due to unavailability of resources such as Lab access/ specialised equipment/ MRSD Project Course Assignments
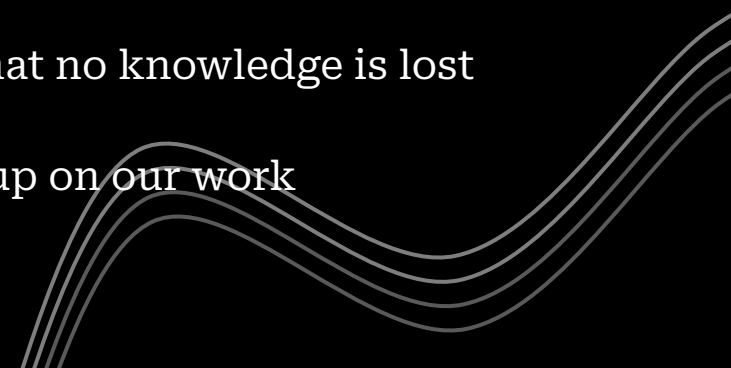   b. Scheduling should be done keeping in mind these potential issues

Continue Doing

1. **Standup Meetings**
   a. Daily standups are concise and focussed
   b. Active participation from all team members
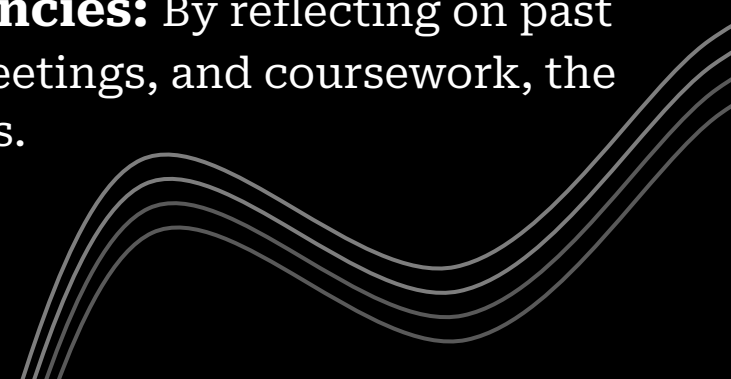   c. Track progress, blockers, and next steps
2. **Existing Project Management Strategy**
   a. Traditional + Agile PM works well for us
   b. Task allocation and ownership + collaboration and decentralized decision making has proven to be efficient
3. **Documentation**
   a. Keep maintaining our Engineering Wiki so that no knowledge is lost
   b. Team members learn from each other
   c. Strong foundation for future teams to build up on our work

Value in Retrospectives

1. **Strengthening Risk Management and Decision-Making:** Retrospectives highlighted gaps in risk assessment, prompting the team to document mitigation strategies and reduce last-minute problem-solving, ensuring smoother progress.

2. **Identifying Bottlenecks early:** Regular retrospection helped uncover inefficiencies, such as scheduling conflicts and overlooked issues

3. **Better Adaptation to External Dependencies:** By reflecting on past delays caused by lab access issues, sponsor meetings, and coursework, the team will adjust schedules and task allocations.

THANKS!

Team Lunar ROADSTER