Sprint 2 25/10

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| ATTENDEES |
| * Anuradha * Agnes * Anh * Gael |

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| AGENDA |
| * Coaching from Hoalger * Interview Results * Retrospective for Sprint1 * Deliverable for sprint 2 |

# Notes

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| Coaching  * Maintain Backlog items in Trello as they are there for the entire project * Product Owner is responsible to prioritize the task in backlog. In our project as a team we decide. * Burn-down chart is a chart showing the no. of tasks and in relation with the sprint. After every sprint checking back reduces as per there importance or priority. * Divide the big task into several sub-tasks. * Create tasks in Trello for the backlog items * Tasks has no deadline i.e. task is finish when it is done and not it has met the deadline. * Two Goals: Business Analysis – task outcome should be documented & Following agile process using Trello. Also, lesson learned * Deliverable for Sprint 2 i.e. 21st Dec: follow your vision and deliver as per your vision. Compare the task which teams thinks most important and related to the vision.   Interview Results:   1. Agnes Interview Review  * Rephrase question no. 4 * Positive response bots * More questions related to the chatbot * Revising question no. 6  1. Anh interview review  * Positive response for chatbot * Chatbot for general information is good for her and reluctant to disclose financial info.   Retrospective (lesson Learned)   * Continue Scrum Call on Tuesday * Continue Friday meeting * Continue feedback after meeting * Continue documentation * Start- Define roles for the team such as Gael – Scrum Master, Agnes- Solution Architect, Anu- Project Coordinator/BA, Anh- PMO * Start coaching session for every meeting * Start using wiki individual tasks * Start adding more items to the backlog * Stop over engineering documentation * Stop deadlines Trello task   Lesson Learned Sprint 1   * Stop over engineering documentation * Stop deadlines Trello task   Deliverable Sprint 2   * Explore options for prototyping chatbot and website * Continue Interviews * Online Questionnaire for validation (to be decided on 8th Nov) |
| Backlog Items   * Add more items to backlog for sprint 2 |

# Action Items:

* Updating the questionnaire - Anh
* Create Excel sheet for interview analysis – Gael
* Interviews updates – Gael, Agnes, Anh, Anu
* Pandoro Bots review – Agnes
* Google Dialog Flow- Anu
* Continue Interview – Anh, Anu, Gael, Agnes
* Friday meeting 1st Nov – 4pm – 5pm need to discuss in the scrum call

# MEETING FEEDBACK

Agnes – 80% Gael – 90%

Anh- 80% Anu – 70%

# NEXT WEEK’S AGENDA

* Follow-up last week topics
* Pain Point Analysis
* Sprint 2 scope review
* Prepare Survey for validating the pain points