1. Coordination Meetings
   1. Expected number of coordination meetings: 6.
   2. Actual number of coordination team meetings: 6.
   3. Expected time per meeting: 3 hours.
   4. Actual time per meeting: 4h, 4.5h, 1.5h, 2.5h, 4h, 4h.
2. Iteration Retrospective
   1. What should the team stop doing?
      1. Nothing
   2. What should the team continue to do?
      1. Constant communication.
      2. Assigning of tasks to specific members.
      3. Continue updating Kanban board when an item is completed.
   3. What should the team start doing?
      1. More scheduled meetings. Preferably on Friday before the weekend so we have an idea of what to work on over the next couple days. The time in between meetings on Tuesday and the following Monday is too long.
   4. Which work items on the agile iteration plan where:
      1. Completed:
         1. Business Registration
         2. Login for both Businesses and Members
         3. Mailing System
            1. Confirmation email when registering
            2. Forgot password.
            3. In the future will allow status updates on orders.
         4. Business Controls / Dashboard
            1. Editing Business Info
            2. Editing Business Hours
         5. Business Catalogue Controls
            1. Adding Items
            2. Editing Items
            3. Removing Items
      2. Omitted (and why):
         1. None
      3. Incomplete (how it was incomplete and why):
         1. None
      4. Anything to be reworked:
         1. None
3. Additional notes
   1. While we initially started with GitHub’s integrated projects system we struggled as it lacked functions we would have liked to see. We then moved on to use ZenHub, which brought a lot of additional features such as assigning time estimates for how long things should take, group things into categories rather than just labels and offering burndown chart generation based on when items were completed.
   2. The unit tests have been causing us trouble. They do not wait for the page to load correctly before trying to proceed with inputs.