Arctic Thread Agile Iteration Summary

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1. Coordination Meetings
   1. Expected number of coordination meetings: 8.
   2. Actual number of coordination team meetings: 8.
   3. Expected time per meeting: 15 minutes for status updates on Fridays, 3 hours on Wednesday and Thursday.
   4. Actual time per meeting: 15 minutes for status updates on Fridays, 3 hours on Wednesday and Thursday.
2. Iteration Retrospective
   1. What should the team stop doing?
      1. We feel there are no immediate concerns that need addressing.
   2. What should the team continue to do?
      1. Constant communication.
      2. Assigning of tasks.
      3. Continue updating the Kanban board when an item is completed.
   3. What should the team start doing?
      1. We feel there are no immediate concerns that need addressing.
   4. Which work items on the agile iteration plan where:
      1. Completed:
         1. Sales
            1. Add / Edit / End.
            2. Discounts are applied in cart/checkout and recorded in order creation.
         2. Orders
            1. A detailed history of all orders (in progress, completed and cancelled) are recorded and all items they contained.
            2. Members can open and cancel orders.
            3. Businesses can update the status.
         3. Notifications
            1. When an order is created or cancelled the appropriate business receives an email and a notification on the website.
            2. When an order is updated or denied the appropriate member receives an email and a notification on the website.
            3. Link to associated orders for use in emails and details.
      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. Burndown chart for iteration 2

