

To: Ronnie Howard, Dr. Matt Halm

From: Sarah, Shreyas, Arjun, Sriman, and Max (Team 3313)

Date: 2/2/2024

Subject: Sprint 1 Retrospective Memo

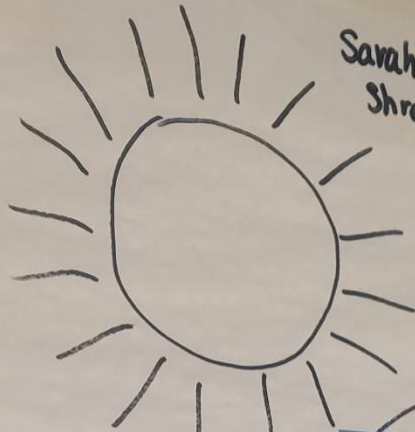
In class on Wednesday 1/31/24 Team 3313 completed a sprint retrospective assignment, where all members of the team were present and a balloon diagram was created to assess the strengths and weaknesses of Sprint 1.

Some of the issues that were discussed (see sandbags in the attached balloon diagram) were the team not meeting frequently enough and not enough revision of work being done. Essentially as a team, we feel that it would be more beneficial to have team members revising and providing feedback on other team members' work before it is submitted.

We chose to focus on the revision issue as it will be particularly critical in Sprint 2, where we are dealing with a major issue with our coding; getting the automatic validation set-up. In this sprint, it will be important to have members review each other's code to look for bugs, and additionally crucial to have team members review the components section of the design document that we will be creating during this sprint. Some specific actions the team has decided to take to address this issue include having an extra meeting around the time deliverables are due and assigning each member another person's work to review in addition to their work on the deliverables.

The retrospective went well and was helpful for us to see how we are doing well as a team during this process and how we can improve.

Sarah, Sriman, Max, James, Arjun,
Shreyas



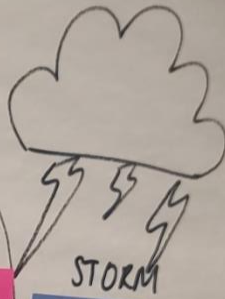
SUNNY DAYS

Andrew finally
meeting with
us ☺

Everyone
took
accountability
equally

Morale
is
Good

Deliverables
delivered
on time



STORM

AI?

UI
Stuff

NOT ENOUGH
Meetings

Could use
more revision
on assignments

SAND BAGS

