# **Sprint Review and Sprint Retrospective i - <Team Brilliance.**

* Features implemented
  + Implemented attendance policy
  + Implemented quality assurance policy
  + Implemented deadline policy
  + Implemented deadlines
  + Implemented quality assurance.

* Issues fixed
  + Fixed missing of various policies
    - Attendance
    - Deadline
    - Quality assurance
  + Fixed Meeting schedule
  + Fixed various communication issues
* Implementation review
  + *What went well in the implementation*
    - <write bullet points here>
  + *Ran out of time* 
    - Structure/First time will repair
  + *Got feeling of how sprints should run*
    - Next sprint, will be more concise and focused, see plan below for more details.
* Changes made
  + Added 3 policies
  + Added several rows to the team issue board, including a quality assurance section
  + Added deadlines for both work and quality assurance
  + Assigned tasks, and broken down.
* Plans for next sprint *(What will be done for the next sprint)*
  + Very briefly discuss the previous deliverable, some things that went well or didn't(5 minutes)
  + Review next deliverable and get sense of what is required(5-10)
  + Break down deliverable into tasks and assign to team(10-15 mins)
  + Work together on any foundational tasks(things that need to be done for multiple other task) 15+ Minutes
* Sprint Retrospective
  + *What went well?*
    - Getting tasks broken down
    - Getting tasks assigned
    - Recapping previous sprint or deliverable
  + *What could be improved?*
    - Structure,
    - more refined goal for sprints
  + *What will we commit to improve in the next Sprint?*
    - *What changes will be made to how we work for the next sprint?*
      * *Fill in the table below*
      * *Then enter it into the project management / task tracking system*

| *Change* | *Who will be responsible for the change* | *Who will check in on the change half-way and when* |
| --- | --- | --- |
| *Set time/s for each point of the spirit* | *Jakob Sholler* | *Insert Name* |
| *Keeps notes during sprint* | *Bouba* | *Jakob Sholler* |
|  |  |  |

* *What happened WIth the Project Description Document?*
  + *A number of things, We were still in the process of getting our communications set up, so a lot of the work was individuals working with a general idea of what was being worked on. There was also No quality Assurance for the project at the time, or What was QA was just checking to make sure there were no sections missing in documents. During The D1 sprint to combat these issues we have created A QA policy, as well as communication policies to help alleviate any issues caused because of the lack of them. Also Began to put the Rubric inside of comments, so that when working on the tasks through Github, it was easier to know what precisely needed to be done for the tasks. These were helpful in improving the quality of the work, as well as improving our communications. The QA policy was a good foundation, but it does need to be improved upon and will During Deliverable 2. From the brief work that has been done, it seems communications is a skill that we may need to still improve upon, but other than that, there has not been anything that has shown itself as of yet.*

# **Sprint Review and Sprint Retrospective II - Team Brilliance.**

* Features implemented
  + User Models/Model Descriptions
  + Deliverable 1 All Feedback
  + Beginning of Implementation

* Issues fixed
  + Policies
  + Communications
* Implementation review
  + *What went well in the implementation*
  + *Working Collaboratively on tasks.*
* Changes made
* Plans for next sprint *(What will be done for the next sprint)*
  + *Next Sprint tasks will be assigned, they have been already broken down, and the few sprint designated tasks will be completed.*
* Sprint Retrospective
  + *What went well?*
    - *Completing Sprint Tasks.*
  + *What could be improved?*
  + *What will we commit to improve in the next Sprint?*
    - *What changes will be made to how we work for the next sprint?*
      * *Fill in the table below*
      * *Then enter it into the project management / task tracking system*

| *+\*Change* | *Who will be responsible for the change* | *Who will check in on the change half-way and when* |
| --- | --- | --- |
| *Set time/s for each point of the spirit* | *Jakob Sholler* | *Insert Name* |
| *Keeps notes during sprint* | *Bouba* | *Jakob Sholler* |
|  |  |  |

| Challenge | Potential ways to address the challenge |
| --- | --- |
| Very unorganized documents | More descriptive kanban notes on issues/more consistent discord communication |
| Set all due dates to close to the end of the deliverable | Set due dates a couple days sooner to leave time for review |
|  |  |
|  |  |
|  |  |
|  |  |
| Unorganized File management | Create more folders/sub folders for specific deliverables, or sets of tasks. |
| Communications/Pair working | Set up meetings if there are tasks that would be beneficial for multiple students, to work together. I.e Both working on Architect Design |

| Challenge | Potential ways to address the challenge |
| --- | --- |
| Attendance | Asynchronous, communication, grade penalties |
| Asynchronous work | Assign tasks at the beginning of the week, pm assigns unassigned tasks |
| PM prep | Do it yourself, do nothing, and fix the grade later, |
| Task management | Update Product backlog in meetings, Split up tasks, Assign responsibility for tasks |
| Management | PM assigns people to tasks |
| Crunch sessions | Having the product backlog created at the kickoff |
| TOO MUCH WORK | Split this course up with prerequisites |

**(2) Next,** you copy-paste at least one of the most impactful challenges and suggestions to address it for your team.

| Very unorganized documents | More descriptive kanban notes on issues/more consistent discord communication |
| --- | --- |

For the unorganized documents, On kanban, Rubric will be specific to the task, and not the entire task, It will also contain links to the templates. And our document where those tasks will be worked on. On various sources like the drive, new folders for each deliverable for various files for said Deliverables.

Notes for Meeting

Github Repo, Organize it

Merge login signin-Branch

# **Sprint Review and Sprint Retrospective III - Team Brilliance.**

* Features implemented
  + Continuous Integration
  + Reorganization

* Issues fixed
  + Policies
  + FIle/Folder Organization
  + Github Organization
* Implementation review
  + *What went well in the implementation*
  + *Working Collaboratively during sprints*
* Changes made
* Plans for next sprint *(What will be done for the next sprint)*
  + *Tasks Broken Down and Assigned,*
  + *Talk/Implement issues/ more issues from above chart.*
* Sprint Retrospective
  + *What went well?*
    - *Completing Sprint Tasks.*
  + *What could be improved?*
    - *Workload balance*
    - *Communications*
    - *Meet times?*
  + *What will we commit to improve in the next Sprint?*
    - *Workload balance between members*
    - *meet times if needed.*
  + *What changes will be made to how we work for the next sprint?*
    - * *Fill in the table below*
      * *Then enter it into the project management / task tracking system*

| *Change* | *Who will be responsible for the change* | *Who will check in on the change half-way and when* |
| --- | --- | --- |
| *Set time/s for each point of the spirit* | *Jakob Sholler* | *Insert Name* |
| *Keeps notes during sprint* | *Bouba* | *Jakob Sholler* |
|  |  |  |