Sprint 1 Retrospective

What went well:
- Worked efficiently given the sprint duration
- Followed instructions and had a good understanding from Professor Vong's revision emails
- Good research sent to the team for BRD from Tien
- Scrum process (daily stand-up) helped keep the tasks being done on time
  - Notion organization and daily burndown chart helped the team stay on task
- Daily Stand-up went fast and smoothly
- Team did a good job helping others on their tasks
- Team showed extreme amount of effort

What didn't go well:
- Didn't account for team members being absent in sprint planning
  - Resulted in a much longer review than anticipated
- Finding a time for the whole team to review at the same time
- Underestimated the Story and Task effort pointing
- A two day sprint duration felt very rushed on time with the amount of work

Action items:
- Team members must confirm as much of their availability during Sprint Planning
  - Fill out the % dedicated to sprint and days off accordingly
- Jett - Fix Sprint Capacity Calculator formula for Uncommitted column
- Jett - Add a % dedicated to sprint column in Sprint Capacity Calculator
- Tien - Add a sum of actual work done for Notion
- Team - Log task and hours individually in Productivity Log page in Notion