

Sprint 2 Retrospective

SPRINT 1:

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

What went well:

- Team did a good job accurately pointing stories and tasks
 - More accurately pointed
- Team did a good job logging hours
- Team efficiently utilized daily standup times
 - Prior experience in last sprint contributed
- Team improved office hours notes and meeting notes
- Team handled new work items added during sprint to a great degree
 - Bryan and Jett adapted quickly to RFP situation as it evolved

What didn't go well:

- Team members absent in sprint planning
 - Longer BRD review than anticipated
- Finding a time for entire team to review BRD
 - Found new tool online to coordinate
- Did not complete all work items in sprint
 - Real life commitments - school, work, etc.
- Revisions and direction from Vong add to time expected from story pointing

Action Items:

- Bring up possible delays during daily standup

- Team to use the new meeting tool
- Utilize the Discord Questions Forum to keep track of all questions
- Add questions and answers to Discord Questions Forum