**Retrospective Deliverables**

***[Submitted to D2L at the end of each Sprint]***

**Sprint #:** 5

**Sprint start date:** 3/17/25 **finish date:** 3/30/25

**Team name:** The Regulars

**Team members:** Evan Reinheimer, Andrew Evans, Jenna Guffy

**Sprint Review Meeting/Discussion Date and Modality:** Asynchronous

**Sprint Review Meeting/Discussion members present:** All

**Reflection on What Went Well and Areas for Improvement**

1. **What Went Well**:
   * Identify and document the positive aspects of the sprint.
   * Highlight successful processes, effective teamwork, and any goals that were achieved.
   * Celebrate wins, no matter how small, to boost team morale.

## What Went Well

- Debugging is complete. All pages now function properly, including the Login, New record, email, and Report generation features.

- The group was able to communicate all bugs we found, coordinate a fix, then retest successfully.

- Timely Deliverables: All tasks were completed on time

- Team collaboration: Members communicated quickly to align on variable names, usage for PHP code

1. **Areas for Improvement**:
   * Reflect on aspects that did not go as planned.
   * Identify any bottlenecks, inefficiencies, or challenges that hindered progress.
   * Be honest and constructive in your assessment.

## Areas for Improvement

No current areas of improvement

**3. Key Challenges Faced and Lessons Learned**

1. **Key Challenges**:
   * Document the main challenges encountered during the sprint.
   * Include both technical and non-technical challenges.

## Key Challenges

- Having the Login functionality work throughout the entire site without issue, as well ensuring pages don’t work if user isn’t logged in.

1. **Lessons Learned**:
   * Reflect on the lessons learned from overcoming these challenges.
   * Consider how these lessons can be applied to improve future sprints.

## Lessons Learned

- Debugging is a collaborative effort. The more people who test the site and its features, the easier it is to identify and communicate the issues.

**4. Actionable Goals for the Next Sprint**

1. **Set Clear and Achievable Goals**:
   * Define specific, measurable, achievable, relevant, and time-bound (SMART) goals for the next sprint.
   * Ensure these goals address the areas for improvement and lessons learned.

## Actionable Goals for the Next Sprint

-Finalize codebase and User Manual

1. **Assign Responsibility**:
   * Assign team members to take ownership of specific goals.
   * Ensure accountability and track progress throughout the next sprint.

## Assigned Responsibilities

-Deliverable Documentation: Andrew Evans

-User Manual: Jenna Guffy, Andrew Evans, Evan Reinheimer

-Finalize Codebase: Evan Reinheimer, Jenna Guffy, Andrew Evans