**Sprint Retrospective Meeting Minutes**

Attendees: <Enter Attendees' Names>

Start time: <Enter the start time of the meeting>

End time: <Enter the end time of the meeting>

What went wrong?

* Did we do a good job estimating our team's velocity?
  + ...
* Did we do a good job estimating the points (time required) for each user story?
  + ...
* Did each team member work as scheduled?
  + ...

What went right?

How to address the issues in the next sprint?

* How to improve the process?
  + ...
* How to improve the product?
  + ...

Attendees: Edvin Li, Deon Davis

Start time: June 5, 2017 2:10 PM

End time: June 5, 2017 2:30 PM

What went wrong?

* Did we do a good job estimating our team's velocity?
  + Our Velocity was calculated accurately since it is our first meeting to discuss what needs to be done. At a velocity of 0, we have yet to assign anything prior to this sprint meeting.
* Did we do a good job estimating the points (time required) for each user story?
  + The estimated time required was accurate since there were not any user stories prior to the meeting.
* Did each team member work as scheduled?
  + All team members were on schedule and arrived in a timely fashion.

What went right?

* The meeting to introduce ourselves with the product owner as well as learning what they would like to have in the project. We also gained more information on what the product is about and were provided on more resources to learn about Unity.

How to address the issues in the next sprint?

* How to improve the process?
  + Start developing user stories so that we can begin improving the project.
* How to improve the product?
  + The product owner would like the project to be as close as possible to their Virtual Reality sister project. Improvements include being able to see the AR models at any angle and to have the information pulled from the cloud. Also, real time tracking of the user using GPS.

Attendees: Edvin Li, Deon Davis

Start time: June 19, 2017 3:10 PM

End time: June 19, 2017 3:30 PM

What went wrong?

* Did we do a good job estimating our team's velocity?
  + The team’s velocity was estimated to be at 2. There were two user stories that were completed, so the estimation was accurate.
* Did we do a good job estimating the points (time required) for each user story?
  + The user stories would take about two weeks to complete, and were completed in two weeks.
* Did each team member work as scheduled?
  + All team members were present, and available as well as finishing all tasks on time.

What went right?

* Enough time was given for each member to learn the project and familiarize themselves with the new iteration of the project as well as analyze existing code.

How to address the issues in the next sprint?

* How to improve the process?
  + Discuss with previous project members to understand their written code better.
* How to improve the product?
  + Have a working project available on the app stores of each platform (iOS and Android) for demonstration.

Attendees: Edvin Li, Deon Davis

Start time: July 5, 2017 5:00 PM

End time: July 5, 2017 5:30 PM

What went wrong?

* Did we do a good job estimating our team's velocity?
  + The team’s velocity was estimated to be at 4. There were two additional user stories that were completed, so the estimation was accurate.
* Did we do a good job estimating the points (time required) for each user story?
  + The user stories would take about two weeks to complete, and were completed in two weeks.
* Did each team member work as scheduled?
  + All team members were present, and available as well as finishing all tasks on time.

What went right?

* Enough time was given for each member to learn the project and familiarize themselves with the new iteration of the project as well as analyze existing code. A backlog of user stories were created to ensure that a steady flow of tasks is readily available.

How to address the issues in the next sprint?

* How to improve the process?
  + Discuss about simpler features to be added and is within the scopes of our ability.
* How to improve the product?
  + Implement GUI features that makes the user’s experience easier.

Attendees: Edvin Li, Deon Davis

Start time: July 19 1:20 PM

End time: July 19 2:00 PM

What went wrong?

* Did we do a good job estimating our team's velocity?
  + The estimated velocity is to be at 7. This estimation is from the completion of the assigned user stories.
* Did we do a good job estimating the points (time required) for each user story?
  + We estimated to be done in half a week and finished in a week. The estimation was behind by a few days.
* Did each team member work as scheduled?
  + Each team member worked as scheduled but took slightly longer to finish than planned.

What went right?

* The features were implemented and a working demo is created.

How to address the issues in the next sprint?

* How to improve the process?
  + Learn the API and look up guides to speed up work flow.
* How to improve the product?
  + Add options to enable these features.