**Sprint Retrospective Meeting Minutes**

Sprint 1

Attendees: Eduardo, Miguel, Luis, Noel, Gino

Start time: 01/30/18 10:10am

End time: 01/30/18 10:25am

What went wrong?

* Did we do a good job estimating our team's velocity?
  + No, a lot of work was not put into stories.
* Did we do a good job estimating the points (time required) for each user story?
  + Yes.
* Did each team member work as scheduled?
  + No, a lot of work done wasn’t scheduled

What went right?

* Develop branch set up in repo
* Defined a standard

How to address the issues in the next sprint?

* How to improve the process?
  + Any time we do work make sure there’s a story for it.
  + Add more US.
* How to improve the product?
  + Follow the standard

Sprint 2

Attendees: Eduardo, Luis, Miguel, Gino

Start time: 2/13/18 9:00am

End time: 2/13/18 9:12am

What went wrong?

* Did we do a good job estimating our team's velocity?
  + No, the velocity should’ve been bigger
* Did we do a good job estimating the points (time required) for each user story?
  + No, most of us underestimated user story cost.
* Did each team member work as scheduled?
  + No, not all user stories were completed

What went right?

* Merging, following standards and everyone had their own feature to work on without much crossover

How to address the issues in the next sprint?

* How to improve the process?
  + Common components should not be added or modified without the teams consent.
  + Git merging tool should be found.
  + Use Balsamiq at the start of the sprint.
* How to improve the product?
  + Improve common components.
  + Finish our features before polishing.
  + Show up to the meetings

Sprint 3

Attendees: Eduardo, Miguel, Gino

Date: 2/27/18

Start time: 9:15am

End time: 9:23am

What went wrong?

* Did we do a good job estimating our team's velocity?
  + Yes
* Did we do a good job estimating the points (time required) for each user story?
  + Yes
* Did each team member work as scheduled?
  + No, some members took on more work than they had time to finish.

What went right?

* Estimating points, and feature design.

How to address the issues in the next sprint?

* How to improve the process?
  + Show up for meetings
  + Make a balsamic mockup of your feature early in the sprint.
* How to improve the product?
  + Start refining the UI
  + Refactor the components
  + Add more features

Sprint 4

Attendees: Eduardo, Luis, Gino, Noel, Miguel

Start time: 03/19/18 10:00pm

End time: 03/19/18 10:10pm

What went wrong?

* Did we do a good job estimating our team's velocity?
  + No
* Did we do a good job estimating the points (time required) for each user story?
  + No
* Did each team member work as scheduled?
  + No

What went right?

* Some features are functional, but require more work.

How to address the issues in the next sprint?

* How to improve the process?
  + We need to be picky with our planning
  + Focus on the finished itineraries to add functionality and design rather than create new features.
* How to improve the product?
  + Finish core functionality.
  + Finish the design for the features

Sprint 5

Attendees: Eduardo, Luis, Miguel

Start time: 9:00am

End time: 9:20am

What went wrong?

* Did we do a good job estimating our team's velocity?
  + No
* Did we do a good job estimating the points (time required) for each user story?
  + Yes
* Did each team member work as scheduled?
  + No

What went right?

* Estimating points for individual stories

How to address the issues in the next sprint?

* How to improve the process?
  + Do a crunch
* How to improve the product?
  + Finish critical user stories

Sprint 6

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?
  + …

Sprint 7

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?
  + …