**Sprint Retrospective Meeting Minutes**

Attendees: Leon Liang, Andres Moser, Dale Keith, Steve Hirabayashi, Adam Levy, Masoud Sadjadi, Fransisco Ortega

Start time: 4:00 PM October 2, 2017

End time: 5:00 PM October 2, 2017

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 2 Retrospective Meeting Minutes

Attendees: Leon Liang, Andres Moser, Dale Keith, Steve Hirabayashi, Adam Levy

Start time: 4:00pm October 2, 2017

End time: 4:30pm October 2, 2017

What went wrong?

* Did we do a good job estimating our team's velocity?
  + Our team’s velocity was a good estimate
* Did we do a good job estimating the points (time required) for each user story?
  + Our estimations were a bit off. Several user stories took longer than we expected
* Did each team member work as scheduled?
  + We all worked as scheduled, but because of some bad estimates as noted above, we did not complete every story.

What went right?

* We started building out the semester functionality and completed several core user stories related to that feature.

How to address the issues in the next sprint?

* How to improve the process?
  + Better communications with the product owner and keep constant communication regarding requirements
* How to improve the product?
  + Complete all of the user stories for next sprint and make sure that stories pulled in are not too much work for the allotted time.
  + Keep design in mind when working on stories, but should not be main focus.

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## Sprint 3 Retrospective Meeting Minutes

Attendees: Leon Liang, Andres Moser, Dale Keith, Steve Hirabayashi, Adam Levy

Start time: 4:00pm October 16, 2017

End time: 4:30pm October 16, 2017

What went wrong?

* Did we do a good job estimating our team's velocity?
  + We did a decent job estimating our team’s velocity, we were each able to get 32 hours of work done
* Did we do a good job estimating the points (time required) for each user story?
  + We were able to estimate the hours required for some user stories, others required more hours than expected
* Did each team member work as scheduled?
* We all worked as scheduled, but because of some bad estimates as noted above, we did not complete every story

What went right?

* We were able to set up daily scrum meetings in person for every day of the week
* We were able to better communicate on issues that appeared during the sprint

How to address the issues in the next sprint?

* How to improve the process?
  + Create documentation earlier in the sprint/process
* How to improve the product?
  + Begin working on validating past user stories and determining what components of the project is malfunctioning

## Sprint 4 Retrospective Meeting Minutes

Attendees: Leon Liang, Andres Moser, Dale Keith, Steve Hirabayashi, Adam Levy

Start time: 4:00pm October 30, 2017

End time: 4:30pm October 30, 2017

What went wrong?

* Did we do a good job estimating our team's velocity?
  + We did a decent job estimating our team’s velocity, we were each able to get 32 hours of work done.
* Did we do a good job estimating the points (time required) for each user story?
  + Some of the User Stories had changes included to them which skewed the estimated points off.
* Did each team member work as scheduled?
* We all worked as scheduled, where we checked in with each other nightly
* Because of some bad estimates as noted above, we did not complete every story

What went right?

* We were able to complete the majority of our stories.
* Communication was great

How to address the issues in the next sprint?

* How to improve the process?
  + Try to spend less time on server maintenance
  + Make sure all stories merged and pushed to develop a little earlier.
* How to improve the product?
  + Implement more features from Senior Project on the VIP website
  + Send the necessary data to Mobile Judge

## Sprint 5 Retrospective Meeting Minutes

Attendees: Leon Liang, Andres Moser, Dale Keith, Steve Hirabayashi, Adam Levy

Start time: 4:00pm November 13, 2017

End time: 4:30pm November 13, 2017

What went wrong?

* Did we do a good job estimating our team's velocity?
  + We did a decent job estimating our team’s velocity, we were each able to get 32 hours of work done.
* Did we do a good job estimating the points (time required) for each user story?
  + We were able to finish our stories well before the estimated time
  + As a result of this, several team members pulled in additional stories for this sprint. They are as follows:
  + User Story #1355 - Connect Mobile Judge to VIP Website
  + User Story #1352 - Add Enroll feature for Users and Semester for Courses
  + User Story #1361 - Redesign review student applications page
  + User Story #1356 - Approve user through admin panel
  + The stories that were pulled in were also successfully completed
* Did each team member work as scheduled?
* We all worked as scheduled and we checked in with each other nightly
* Several stories (especially those pulled from the backlog) had their names/descriptions changed to meet new product owner requirements

What went right?

* We were able to complete all of our stories.
* Most of our stories are already merged into the main develop branch

How to address the issues in the next sprint?

* How to improve the process?
  + We need to improve the communication. Last sprint’s communication was better than this sprint.
* How to improve the product?
  + Debug all user stories, merge, and push to development environment/server

## Sprint 6 Retrospective Meeting Minutes

Attendees: Leon Liang, Andres Moser, Dale Keith, Steve Hirabayashi, Adam Levy

Start time: 4:00pm November 27, 2017

End time: 4:30pm November 27, 2017

What went wrong?

* Did we do a good job estimating our team's velocity?
  + We did a decent job estimating our team’s velocity, we were each able to get 16 hours of work done.
* Did we do a good job estimating the points (time required) for each user story?
  + Overall we underestimated the amount of time needed to finish our user stories.
* Did each team member work as scheduled?
* We all worked as scheduled and we checked in with each other nightly
* We all completed our final stories

What went right?

* We were able to complete all of our stories.
* All of our stories are already merged into the main develop branch
* The dev server is ready for testing

How to address the issues in the next sprint?

* How to improve the process?
  + We need to work on final documentation and videos.
  + This was the last development sprint.
* How to improve the product?
  + Debug all user stories using the development environment/server and using feedback from showcase.
  + This was the last development sprint.