**Sprint 1 Retrospective Meeting Minutes**

September 19, 2017

Attendees: Juan Lopez, Jean Faustin

Start time: 12:30PM

End time: 12:00PM

What went wrong?

* Did we do a good job estimating our team's velocity?
  + We have not estimated velocity as our first sprint did not have user stories.
* Did we do a good job estimating the points (time required) for each user story?
* We have not estimated velocity as our first sprint did not have user stories.
* Did each team member work as scheduled?
  + Yes

What went right?

* We gained a solid understanding of the project objectives, what the previous versions accomplished, and what we will add to the project.

How to address the issues in the next sprint?

* How to improve the process?
  + We should be more consistent in our meeting times
* How to improve the product?
  + We should recommend new features/improvements to the product owner for next sprint.

**Sprint 2 Retrospective Meeting Minutes**

September 29, 2017

Attendees: Juan Lopez, Jean Faustin

Start time: 1:20PM

End time: 1:30PM

What went wrong?

* Did we do a good job estimating our team's velocity?
  + Yes, our estimate was accurate and we were able to complete all user stories.
* Did we do a good job estimating the points (time required) for each user story?
* Yes, overall our estimates were very close. However, User Story 295 required more time than originally estimated.
* Did each team member work as scheduled?
  + Yes

What went right?

* We implemented three new features into the application. The amount of work taken was appropriate for our team size. We have become much more familiar with the project’s codebase, so we will be able to take on more stories next sprint.

How to address the issues in the next sprint?

* How to improve the process?
  + We should have more consistent daily meeting times and have better communication throughout the week.
* How to improve the product?
  + We should use Mingle to keep track on any new bugs that we discover as we are working on other user stories.

**Sprint 3 Retrospective Meeting Minutes**

October 13, 2017

Attendees: Juan Lopez, Jean Faustin

Start time: 1:20PM

End time: 1:30PM

What went wrong?

* Did we do a good job estimating our team's velocity?
  + Yes, our velocity estimate was correct, and we were able to complete all user stories.
* Did we do a good job estimating the points (time required) for each user story?
* Yes, overall our estimates were accurate.
* Did each team member work as scheduled?
  + Yes

What went right?

* We implemented four new features into the application. The amount of work taken was perfect for our two week sprint. We are now very comfortable working with project’s codebase. We can quickly identify and fix any issues we run into.

How to address the issues in the next sprint?

* How to improve the process?
  + We should communicate more if we have made some critical changes that may affect the other team member’s work.
  + We should push our code more often so that merging is easier.
* How to improve the product?
  + We should continue to track new bugs using Mingle.
  + We should also keep a list of new ideas/features that we can suggest to the product owner during our next sprint planning meeting.

**Sprint 4 Retrospective Meeting Minutes**

October 27, 2017

Attendees: Juan Lopez, Jean Faustin

Start time: 1:20PM

End time: 1:30PM

What went wrong?

* Did we do a good job estimating our team's velocity?
  + Yes, our velocity estimate was accurate. We enough work for the whole sprint.
* Did we do a good job estimating the points (time required) for each user story?
* Yes, our estimates were accurate.
* Did each team member work as scheduled?
  + Yes

What went right?

* We implemented four new features into the application: Adding and viewing free-form text messages for quick and short communication, adding and editing list of watch orders.
* We worked very well this sprint, with great communication and progress on the project. The project has been merged and tested on different environment with success (in both Linux and Windows environments).

How to address the issues in the next sprint?

* How to improve the process?
  + We try to push our code more often
* How to improve the product?
  + We should continue to track new bugs using Mingle.
  + We have to get the customer/product owner involved as early as possible, not only to give us feedback on single sprints, but on the project overall and setting expectation of what can be achieved.

**Sprint 5 Retrospective Meeting Minutes**

November 09, 2017

Attendees: Juan Lopez, Jean Faustin

Start time: 3:30PM

End time: 3:50PM

What went wrong?

* Did we do a good job estimating our team's velocity?
* Yes, our velocity estimate was accurate. We had enough work for the whole sprint.
* Did we do a good job estimating the points (time required) for each user story?
* Our estimates was a bit short for this sprint. Adding and editing messages which are free-form text documents require changes to the database and updating few controllers functions.
* Did each team member work as scheduled?
* No. We were short by one (1) due to a holiday and setting up the project in the client’s server took more time than expected and still need to be resolved.

What went right?

* We implemented four new features into the application. We worked very well this sprint, with great communication and progress on the project. The project has been merged and tested on different environment with success.

How to address the issues in the next sprint?

* How to improve the process?
  + - We By merging our codes more often, we will be able to detect defects, and incompatibilities just in case the application crashes.
* How to improve the product?
  + - We should continue to track new bugs using Mingle.
    - We should propose new ideas/features to the product owner during our next sprint planning meeting.