**Date: September 9, 2016**

Attendees: Ivana Rodriguez, Shalisha Witherspoon, Shonda Witherspoon

Start time: 1:10PM

End time: 1:30PM

What went wrong?

* We spent a lot of time going back and forth as to whether we were able to use the previous version of the project. In addition, we spent a substantial amount of time researching different technologies.

Did we do a good job estimating our team's velocity?

* Not applicable for sprint 1

Did we do a good job estimating the points (time required) for each user story?

* Not applicable but there was a substantial amount of time spent on learning and research.

Did each team member work as scheduled?

* Yes, we kept up with our stated commitments according to our daily scrum meetings

What went right?

* We were able to gain a basic understanding of the underlying technologies required for the project.

How to address the issues in the next sprint?

* We have to finalize our schedules

How to improve the process?

* No suggestions at the moment

How to improve the product?

* Not applicable

**Date: September 22, 2016**

Attendees: Ivana Rodriguez, Shalisha Witherspoon, Shonda Witherspoon

Start time: 2:42PM

End time: 3:00PM

What went wrong?

* There was a delay in having the virtual machine setup. We were not able to start using the VM for deployment and testing until the second week.

Did we do a good job estimating our team's velocity?

* Not applicable for sprint 1

Did we do a good job estimating the points (time required) for each user story?

* We had some trouble estimating the number of story points for each task since this was our first development sprint.

Did each team member work as scheduled?

* Yes, we kept up with our stated commitments according to our daily scrum meetings.

What went right?

* We gained a better understanding of the technologies and were able to build a solid prototype to demo to our product owner and for future development.

How to address the issues in the next sprint?

* We shouldn’t have any issues to address (VM was unique to this sprint)

How to improve the process?

* We adjusted our scrum meeting schedules according to a realistic development schedule.

How to improve the product?

* Our product owner suggested the following:
  + Adding requirements to password length and the type of characters allowed
  + Locking the user from the system after 5 failed incorrect password attempts
    - Include a message to contact supervisor to reset password
  + Notifying the user if the username is not found in the database (via message on login page)
  + Allowing the supervisor to reset passwords
  + Having user create a new password after the password is reset

**Date: October 13, 2016**

Attendees: Ivana Rodriguez, Shalisha Witherspoon, Shonda Witherspoon

Start time: 2:35PM

End time: 2:50PM

What went wrong?

* We had some difficulties connecting our project to the database in the development server. Our schedule was also interrupted by the hurricane. We were not able to meet with our product owner until the following week.

Did we do a good job estimating our team's velocity?

* Yes, we completed both user stories in time.

Did we do a good job estimating the points (time required) for each user story?

* We started assigning points to user stories/tasks during this sprint. By the next sprint we’ll have a better grasp of assigning points.

Did each team member work as scheduled?

* Yes, we kept up with our stated commitments according to our daily scrum meetings, with the exception of the hurricane.

What went right?

* We managed to connect our project to the database and successfully integrated our work in the development server.

How to address the issues in the next sprint?

* Add more code to aid in debugging, especially the PHP code.

How to improve the process?

* We plan to improve the way we distribute the documentation requirements amongst the team.

How to improve the product?

* Add consistent error-handling code in the PHP side of the project. Improve the login UI so that it matches the rest of the site.

**Date: October 20, 2016**

Attendees: Ivana Rodriguez, Shalisha Witherspoon, Shonda Witherspoon

Start time: 2:43PM

End time: 3:01PM

What went wrong?

* We had some issues with pulling our changes from github into our development server

Did we do a good job estimating our team's velocity?

* Yes, we completed all user stories in time.

Did we do a good job estimating the points (time required) for each user story?

* Yes. We began refining our method for assigning user story points (playing poker as seen in the video)

Did each team member work as scheduled?

* Yes, we kept up with our stated commitments according to our daily scrum meetings.

What went right?

* We managed to complete the user stories despite having only 1 week because of the hurricane

How to address the issues in the next sprint?

* Develop the features in a different development folder; not the production folder.

How to improve the process?

* Current methodology seems to be working well

How to improve the product?

* Organizing and commenting code so that it’s easier for us to understand each other’s code.

**Date: November 3, 2016**

Attendees: Ivana Rodriguez, Shalisha Witherspoon, Shonda Witherspoon

Start time: 2:37PM

End time: 2:55PM

What went wrong?

* Shonda and Shalisha got sick; also had a project due date that coincided with end of sprint.

Did we do a good job estimating our team's velocity?

* Development wise, velocity is estimated pretty good. However, documentation is required as a task, so that is slowing us down.

Did we do a good job estimating the points (time required) for each user story?

* Yes for coding requirements; documentation needs time to estimate

Did each team member work as scheduled?

* Yes

What went right?

* We managed to complete the user stories

How to address the issues in the next sprint?

* Allot more time to work on documentation for user stories

How to improve the process?

* We have no recommendations since we are working well as a team

How to improve the product?

* We need to complete the officer view and provide confirmation for uploading documents; take precautions to prevent unacceptable filenames in file system

**Date: November 17, 2016**

Attendees: Ivana Rodriguez, Shalisha Witherspoon, Shonda Witherspoon

Start time: 2:40PM

End time: 2:55PM

What went wrong?

* We had to spend a lot of time on correcting feature documents but overall everything went well.

Did we do a good job estimating our team's velocity?

* Development wise, velocity was estimated better. However, documentation is required as a task, so that is slowing us down.

Did we do a good job estimating the points (time required) for each user story?

* Yes for coding requirements; we realized that documentation takes more time.

Did each team member work as scheduled?

* Yes

What went right?

* We finalized the core functionality for the VRC app.

How to address the issues in the next sprint?

* Next sprint we’ll be focusing on testing, debugging, and working on final docs.

How to improve the process?

* We have no recommendations since we are working well as a team and have made to the end of the semester.

How to improve the product?

* We have a wishlist of items that will be passed on to the next team.