

SPRINT 1 RETROSPECTIVE

What went well:

- Frequent meetings
- Flexible teammates
- Task division & efficiency
- Task completion on time
- Communication between all team members inside and outside of meetings

What we could make better:

- Stay consistent on meeting minutes
- Better communication on changes

From the beginning, our team decided that a cornerstone of our group would be communication. We have a weekly meeting scheduled Mondays, and at least one additional meeting per week scheduled more flexibly. We assigned tasks to each member, and created sub-teams to better organize the workload and communication. However, as tasks were undergone we checked in frequently to see which tasks needed more help, and reassigned people quickly to help maintain our timeline. This dynamic led to an efficient execution of tasks within time constraints. We also encouraged constant and consistent communication between members inside and outside of their sub-teams regarding issues or concerns linked to their tasks. This led to better results through collaboration.

The sprint was however not perfect and we learned of a few things we need to improve to make our team better. Primarily, we need to keep meeting minutes more effectively, and make them easier to read. We had many meetings and not every member of the team could attend each one, thus having more comprehensive meeting reviews would have benefitted the team immensely. A second point to focus on was in regards to communication. More specifically communicating changes during this very volatile part of development. Ideas and decisions changed frequently in the beginning as we brainstormed and learned more about the system we would be designing. A few moments of confusion occurred as members were brought up to speed with new changes which slowed us down a tad. Better communication of changes will be worked on in further sprints.