Sprint01:_____01 _   **Team Name: Go Gitters**   **Date/Time:**03/01/2024 – 4:30PM

Attendees:

Team Member	Yes/No	Role*	Team Member	Yes/No	Role
Ramin Selseleh	YES	Recorder	Stephanie Nutter	YES	Presenter
Michael Partridge	YES	Presenter	Phillip Avila	YES	Recorder
Brian Hert	YES	Participant	Isaiah Samaniego	YES	Participant
Nicholas Gaudet	YES	Participant	Christian Vela Pasillas	YES	Participant

*Roles:

- Two "Recorders" and two "Presenters" are required.
- The rest of team are "Participants".

_____

1. Demonstration of the shippable product

No.	Item presented	Lab adviser's feedback
1	We discussed our meeting with our client and discussed some of the changes that she is thinking of making	Our lab advisor's feedback was to detail down the changes for when we are updating our product charter.
2	We presented our jira, and the sprint that we had made as practice.	Since our practice jira backlog was not related to programming, and was towards research, our lab advisor told us not to do that in jira and only use jira for programming tasks.
3	We presented our backlog on jira.	Our lab advisor went through how to invite members to jira, how to create a backstory, how to create our backlog, and how to create sub-tasks for main tasks. Also went through an example of creating a task in the backlog.
4	We discussed our mock-ups, however our advisor did not tell us to present what we have already.	Our lab advisor told us that he will go over mock-ups and tools to use, such as figma.
5		
6		

2. Any other feedback that your lab adviser shared, including but not limited to: planning, execution, backlog management, version control, managerial issues,…

No.	Additional feedback

1	Our lab advisor told us how to plan our jira and not to focus too much on how the jira looks, but rather if our team is able to understand and utilize it as a tool for success.
2	He mentioned not to spend too much time creating and editing jira, since it is meant to promote progress, and spending too much time on there will take away time form actually developing the project.
3	At the time of the lab meeting, some members were still not added to the jira team, so he mentioned to have everyone added and have everyone contribute to the backlog.
4	
5	
6	

Recorded by: Ramin Selseleh

Sprint 01 Retrospective

1. **Inspect how this Sprint went with regards to people, relationships, process, and tools;**

- In this sprint, the GoGitters team began to utilize our available tools, including Jira and Flutter Flow, for mockup creation. Both tools are complex, yet we are committed to mastering them to ensure our success.

- Our discussion with the client proved productive, clarifying known information and identifying necessary changes in the charter before proceeding to the next planning phase.

- We experienced no team disagreements, maintaining daily communication to prevent any uncertainties.

2. **Identify and order the major items that went well and potential improvements;**

- Our team's strength lies in its communication; we engage in frequent discussions and readily offer assistance to one another.

For future improvements, we must:

- Record our discussions with the client to ensure the development of a high-quality product. Our failure to record these discussions means we must reconfirm feature specifics with the client.

- Enhance the depth of our lab and client meeting notes. Although we maintained these notes, we were unaware of the requirement to submit detailed documents on them.

3. **Create a plan for implementing improvements to the way your team does its work.**

- To address these improvements, each team member needs to become proficient with both Flutter Flow and Jira. Given our current unbalanced focus on these tools, it is vital for everyone to learn the second program and adapt to different roles.

- To resolve the issue of inadequate meeting documentation, we will designate specific team members to take comprehensive notes during meetings."