- Sprint Velocity
  - Number of story points completed in one Sprint
    - Velocity = 28.5

- What did we do well?
  - Jason: While I wasn't able to implement a bot that did a daily reminder for standup, daily stand up participation rose.
  - Gio: I was able to communicate with teammates that I may do less work because of midterms.
  - Vi: Communcaiting when complications arose in peoples schedules
  - Jesus: I did a lot of good progress learning how to use new tools (Mermaid.JS) and got a proper understanding of how to create the Logging Library and DAL
  - Rainier: I was personally able to get the logging library done.
- What could we improve on?
  - Jason: I want a better and more in depth task break-down of certain work items that require more attention. For example, breaking down work items like project planning and library related tasks for one a better estimation of the time it'll take but also a list of all minimum lists of what we need to finish first before dealing with extra work that'll enhance our grade.
  - Gio: I should of change my hours more to reflect my availability
  - Vi: Putting more effort and time in to the project plan as it's an imperative piece to our project
  - Jesus: I could not finish the Low Level Design for either, as I lacked clarity on how things should have been implemented until the last day
  - Rainier: I wasn't able to finish up the other parts of the Logging Library, such as the low level design for the Logging Library. I also wasn't able to finish up the DataAccess tests, but do have some completed.
- How do we fix it?
  - Jason: Going to make our group breakdown work items to very small tasks in an ordered fashion so we can work on things in a simple yet efficient way. This will allow for people to make sure to finish the basic requirements of certain items first before devling on topics that aren't imperative to the work item as of yet and are merely there for "exceeding expectations" or improving our grade.
  - Gio: Need better estimations of my hours of work done when I know I'm going to have a busy week.
  - Vi: Shift focus from our High Level Design to the project plan and submit a draft as soon as possible.
  - Jesus: I should Communicate more with Vong to gain an understanding of my requirements sooner, and communicate that back to Rainier, so we can implement things quicker

- ○ Rainier: I think in order to fix the incompleteness of tasks, Jesus and I need to communicate more on the specific task.
- **Action Plan**

Overall, this sprint was very poor in terms of both amount of work finished and efficiency produced. For us to do better this upcoming sprint, we really want to flesh out what tasks we need to complete this Sprint in the order the assignments need to be done meaning the most significant parts must be finished first before taking extra exceeding expectations or 'extra' work that isn't necessary for our deliverables on milestones. In addition, while daily standup communication was up and team members communicated in school forcing them to complete as much as possible , the amount of work finished was extremely low. This can be improved by creating a realistic amount of hours we can take on this week in our Sprint Planning 5 as well as overestimating how long certain tasks will take.