

## Retrospective and Action Plan

### Sprint 9

#### Sprint Velocity

- Number of story points completed in one Sprint 12/19 - 1/10
  - Velocity = 14

#### What did we do well?

- Jason: Team was able to finish up some of the individual tasks given
- Gio: We were able to divide a light workload given that we only had a few days
- Jesus: Efficient task assignment, and good planning despite more chaotic scheduling after break
- Vi: Able communicate effectively for meeting for assigning task
- Rainier: Finished LLD for vehicle profile creation and deletion

#### What could we improve on?

- Jason: Reporting on our daily standup and burndown chart at beginning and end of day.
- Gio: It was hard to come back to work after a long vacation and had to review forgotten things.
- Jesus: Moving back into a rhythm is difficult after the holiday break
- Vi: Took a bit of effort to start early especially when we are not getting paid for it
- Rainier: Motivation to finish all work could be a bit better, but that is typical coming from a break.

#### How do we fix it?

- Jason: Create a way for us to be reminded daily without needing a person to send reminders.
- Gio: Make sure to review forgotten things to work more efficiently.
- Jesus: Check in with each other, potentially have a meeting midway through the sprint to check in with each other.
- Vi: Try our best to keep up and start early
- Rainier: Do semi-frequent check ins with each other

#### Action Plan

In order to help make sure team members stay on task and work on given tasks, we will have a meeting on 1/16 of Sprint 10 to check in with all team members as well as work on work items together. In addition, this sprint we will aim for an 90% participation rate meaning 90% of

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all days during the Sprint members will update their burndown and daily standup on the same day to keep us keep members on task and allow for ease of contact if members need assistance.