

Retrospective and Action Plan

Sprint 14

Sprint Velocity

- Number of story points completed in one Sprint 3/5 - 3/11
 - Velocity = 63

What did we do well?

- Jason: As a team, daily standup communication was improved over the past week.
- Gio: Managed to get my LLD done for peer review
- Jesus: Got more or less all significant design details done, simply missing test requirements and other
- Vi: Manage to get more than half of assigned tasks done, efficiency improved under reasonable pressure
- Rainier: We were able to get more things done, but at the same time, we are still behind.

What could we improve on?

- Jason: Improving on the recommendations given by Vong in our Team Review 4 such as communicating with our client, and making adjustments to the project plan.
- Gio: I need to be more specific and granular when doing daily standup and work breakdown
- Jesus: Detailed Sprint planning, that way we can actually show the progress we are making. Also, increased client communication
- Vi: sprint planning, breaking down tasks more granular
- Rainier: Updating the client on everything, including the product plan and backlog grooming

How do we fix it?

- Jason: Need to communicate to client at the end of each sprint as well as meeting with client to adjust project planning
- Gio: Need to be specific and break the work item even more
- Jesus: We should specify what tasks we are going to be doing, not just the tasks we need to complete
- Vi: break up to different steps so we can use that in daily stand up too

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- Rainier: We should email our product manager more often about progress before and after our sprints are finished.

Action Plan

- **Goals for Sprint 14**

1. Each member completing 75% or above of Effort points taken in the Sprint
 - This is in order to see if members are able to complete the EP's they take on in the assigned time.
2. Continue have a deadline for daily standup by 10:00 AM each day
 - Ensures clarity so members are able to communicate and recognize trend of people not completing tasks

Based on our Sprint 14, we were able complete 1/2 of the goals assigned this past sprint. While we were able to complete goal 2, goal 1 of completing 75% of effort points has proven to be difficult though these hoped to be solved by our error trend chart as well as the feedback given back by Team Review 4. Based on recent trends, we have found our average velocity hovering around 60. In order to further help set goals on what we want to complete for the week we want to utilize our error trend chart as well as using the feedback from Team Review 4.

- **Goals for Sprint 15**

1. Achieving our average velocity of 60 or more.
 - In order to ensure we are doing at least an average amount of work.
2. Achieve only 20% error on our error trend graph
 - To ensure we are doing work efficiently and targeting weaknesses in our abilities