

- Sprint Velocity
 - Number of story points completed in one Sprint
 - Velocity = 43
- What did we do well?
 - Jason: Prioritize the BRD which allows us to not only get approved but receive extra points for being on top of our feedback and submissions. While we didn't finish Milestone tasks, we were able to get a solid grasp of the fundamentals needed for it to not only receive a good grade but also a better understanding of our project as a group.
 - Gio: We were able to prioritize work on the BRD as a group
 - Vi: React quickly to feedback and revised BRD for approval
 - Jesus: Finished the BRD and descope unnecessary parts of our project.
 - Rainier: We were able to prioritize getting the BRD approved as a group and ask the client for approval within the same day.
- What could we improve on?
 - Jason: Improving on our daily standup participation to allow for team members to know what each is doing at the beginning of the day instead of later on.
 - Gio: I have been less and less efficient with my work and hours over the sprints and have trouble also trying to get work done for other classes
 - Vi: I might just speak for myself but I do feel a little burnt out from this hence the work velocity of mine has been decreasing quite a bit.
 - Jesus: Find better ways to work around blockages
 - Rainier: I feel like I have been inefficient in terms of other work for the project. I did feel more burnt out than usual since I had other work to do for other classes. I also was blocked, so I was able to complete my other work, but not much was done for this project.
- How do we fix it?
 - Jason: Providing a reminder in the morning on Discord and if that fails trying to communicate to them directly.
 - Gio: I think we need some kind of buffer in between sprints so we don't have them back to back and get burnout for this class and it will allow us to work on other classes.
 - Vi: I try to allocate a rest day to recover to avoid this problem. However, last week since we were crunching deadlines, I couldn't spare a rest day, hence this week my velocity has been decreasing. I believe I can see this in my teammate too and that we were exhausted after crunching for the deadline.
 - Jesus: Work on other projects if blockage occurs whether helping other group members or another task.

- Rainier: Since we are now unblocked, we can actually do work dedicated towards the project.

- **Action Plan**

The Action Plan for this is to overcome the burn out a lot of group members are feeling. In order for this to happen we need to improve on two items: 1. Overall communication via daily standup and 2. Assigning less Effort points to people who have more work for other classes and give some of those members rest days or free days in order to allow for more efficient work. We want all daily standup to be done before 12 PM on each day with a detailed description of what expected work will be finished on that day. In addition, to allow for more rest and free days we plan on finishing all milestone 1 work on our scheduled day of next Wednesday 11/16 while also allowing members to have extra free days if needed for class or work. For some unaddressed concerns, for our velocity of the week we noticed we include extra availability for teammates in our burndown charts which are unassigned leading to unnecessary “bloating” of our Effort Points. Thus from now on, extra unassigned Effort Points in Sprint Planning will be left out of future burndown charts.