- Sprint Velocity
  - Number of story points completed in one Sprint
    - Velocity = 27

- What did we do well?
  - Jason: Researched well for upcoming and final milestone.
  - Rainier: Since it was a research sprint, we were able to get more insight on the next milestone in class and out of class.
  - Giovanni: The research sprint allowed us to have a better understanding on the deliverables and not just rush things out.
  - Vi: Better at estimation, sprint planning and meeting coordination
  - Jesus: Good estimations, and I managed to get ahead on work
- What could we improve on?
  - Jason: Based on Vong feedback, we need to improve on making work items more granular in order to better track what each member is working on.
  - Rainier: We definitely can make tasks more granular when doing task breakdowns.
  - Giovanni: We need to keep track on personal hours and not just work hours done
  - Vi: break task down to more granular stuff and record actual hour
  - Jesus: More granular breakdown, keeping track of all hours worked, and consolidating work/knowledge across team members
- How do we fix it?
  - Jason: We can make tasks more granular by breaking them down in task breakdown in Sprint Planning meetings.
  - Rainier: We can ensure that each task is no more than 4 hours long. If they are over 4 hours long, then break down that task even more.
  - Giovanni: We should also include a personal amount of hours worked on a work item.
  - Vi: break task down more granular and check it with other team members
  - Jesus: We can plan out more frequent meetings with the partner we are working with, to consolidate code and designs

Action Plan

The action plan this week is to implement the feedback Vong mentioned in his Team Review 2 email. The items we mentioned all include reasons from the email and thus will be focused solely on fixing those items. First item is keeping track of our personal hours and thus by the next day of our Sprint (11/30), a personal hours recording will be inserted into the burndown chart excel sheet for members to record actual time spent on work items. In addition, concerning on our task breakdown, we are going to break down tasks to the simplest items or at very least

below 4 hours or Effort points. If a task is above 4 effort points, the task should be able to be broken down into more tasks.