- Sprint Velocity
  - Number of story points completed in one Sprint
    - Velocity = 62

- What did we do well?
  - Jason: We were able to finish the main priority of this week which was the BRD and dip into starting other tasks for Milestone 1.
  - Gio: We were able to help other member to finish work items
  - Vi: We tried our best to cover all the missing works
  - Jesus: All my tasks were completed, and I was able to help Rainier with one of his
  - Rainier: We were able to start on the Data Access test and Logging Library and get a good grasp of how to do it.

- What could we improve on?
  - Jason: While we were able to finish our main priority, being able to have more work on our other work items would have been ideal.
  - Gio: The group was unable to finish a work item which was project planning
  - Vi: Even though I took into account the busy schedule, studying for 3 midterms did take a lot of time and energy from me to put into the project even more than I anticipated it.
  - Jesus: We were unable to complete the Data Access Library, and the Logging Library, as we did not communicate closely enough with professor Vong
  - Rainier: We can definitely improve on motivation to complete tasks in a timely manner this week.

- How do we fix it?
  - Jason: Collectively working on time management and also working with efficiency.
  - Gio: Assign work items that we are sure we can work on and complete
  - Vi: More meeting and more communication with the client will help us list our flaws and improve
  - Jesus: We should be actively communicating with the professor, with examples as to how we are doing our code, to ensure we are on the right track with DAL and Logging Tests/Classes
  - Rainier: Having each other to rely on for motivation will help make sure we are on track for completing the tasks in a timely manner as well as making sure that we can put our best effort into the tasks.

- **Action Plan**

While we felt we had a successful week, our ability to achieve high and consistent velocities have been lacking as well as working on multiple work items. One goal of our next Sprint is to achieve a velocity higher than 80% and complete all work items assigned by the end of the sprint on 11/8 . This goal can be achieved if we implement all the suggestions above such as having time management, assigning work items we know we can complete or partially complete, communicating more with our client, and making sure ourselves and teammates are finishing work in a timely manner.