

- Sprint Velocity
  - Number of story points completed in one Sprint
    - Velocity = 68
- What did we do well?
  - Jason: Achieved above 80% on our velocity for the week by planning out accurately of how many we could take on and working around other members schedules
  - Rainier: On the Low Level Design end of things, we were able to complete the required tasks a day earlier than the due date.
  - Giovanni: I was able to finish Project Planning by communicating well with my teammate and able to adjust the planning with the feedback we got.
  - Vi: We were able to finished our assigned task even with my sudden leave, I was also able to get back earlier than I estimated and contributed more to the team
  - Jesus:
- What could we improve on?
  - Jason: Being able to get a hold of each other better since discord is our only source of contact.
  - Rainier: Since we had to focus on our own sections of the sprint, we couldn't really get to understand what each part of our team was doing, which is something we need to do for the next milestone.
  - Giovanni: We need other sources of communication in case we need to get a hold of a team member in an emergency
  - Vi: Agree with gio that we might need phone number or social media in case of emergency
  - Jesus: I should have made my LLD diagrams easier for the team to access
- How do we fix it?
  - Jason: By sharing additional forms of contact such as phone number and potentially email if needed.
  - Rainier: I think an easy way for us to know what each of us are doing is by checking the Daily Standups and updating them regularly. We could also just make a "TLDR" post for ourselves by the end of the sprint so we can just have a low level understanding of the completed task for the sprint.
  - Giovanni: We give each other our phone numbers or another app to communicate more directly.
  - Vi: share other communication methods and how how to contact each other
  - Jesus: Will discuss new options to share my work more efficiently with the team

## **Action Plan**

A main concern for our Sprint planning this week is to gain additional contact information like personal phone numbers and emails for all group members in case of situations where we need quick contact for situations such as we had this Sprint. In addition, a creating a quick summary at end of the day for explanation of the tasks we did would prove to be beneficial and allow for people to update quickly on what was approved and if new feedback/ information was given.