- Sprint Velocity
  - Number of story points completed in one Sprint
    - Velocity = 33

- What did we do well?
  - Jason: Got a lot of clarification with BRD core components
  - Gio: I managed to integrate most of the core components
  - Vi: Managed to squeeze in finishing work for the permission table
  - Jesus: We managed to clarify a clear path forward for our project, giving us a clear roadmap
  - Rainier: There wasn't much that I felt did well this week.

- What could we improve on?
  - Jason: Team-work management. A Lot of work wasn't completed this week
  - Gio: I need to get a better estimation for my week when I know I'm going to be busy or have other assignments due that week
  - Vi: A lot of works and pressure from other classes come up this week and I didn't foresee that in the sprint planning hence led to the wrong estimation of my own capacity
  - Jesus: My other classes took an unexpectedly longer amount of work
  - Rainier: Unforeseen occurrences happened outside of the scope of the project

- How do we fix it?
  - Jason: Better time management. Need to address that other classes will take up time and tackle work for that class and 491A accordingly.
  - Gio: Better schedule management for all my classes, not just this class.
  - Vi: Taking a look at other classes scheduled for a better estimation.
  - Jesus: Ensure we are each sure about the features we are going to integrate.
  - Rainier: I think we should try to thoroughly check our schedules outside of the project and plan accordingly. Not only that, but we should take into account time to check up on ourselves and rest due to external projects.

- **Action Plan**

The biggest issue surrounding this week was both a combination of either poor time management, time estimation, and as well as unforeseen conflicts that arose in group members schedules. In order for us to raise our velocity and combat these unforeseen circumstances we need to accurately measure our time and effort points by estimating the 80% range of our velocity as group members. To stay within the 80% range, group members must account for additional projects and homework in other classes and assign them effort points as well. While

we won't track them on the Sprint Planning sheet, the group will review on Sprint Planning document 2 and then determine how many effort points they can achieve this week. These factors should help achieve the 80% range for our velocity that we need as well as limit the impact of unforeseen circumstances and not produce unreasonable expectations.