Retrospective and Action Plan
Sprint 10

Sprint Velocity

- Number of story points completed in one Sprint 1/11 - 1/22
  - Velocity = 26

What did we do well?

- Jason: We were able to meet halfway through the sprint in order to go over Milestone 2 revision and go over other work items
- Gio: We were able to meet up in person and help out with questions we had about the project.
- Jesus: We were able to meet, in person, and check in on eachother
- Vi: Individuals were able to effectively work on assigned task and join meeting
- Rainier: We were able to meet in person with each other and brainstorm more ideas for the project.

What could we improve on?

- Jason: completing the Work Items that are past due to make up for work not done during break
- Gio: We need to have more motivation and also keep an urgency of getting the project plan done on time
- Jesus: We were unable to effectively complete any significant work, and due to an unexpected strike, we were unable to meet the first day when we had our sprint planning
- Vi: Need to plan meeting time ahead of time since most of the time we keep waiting til 1 day before or even on the day off to decide the meeting time and that's terrible for planning.
- Rainier: I personally wasn't able to put many hours into the project due to some unplanned events. I was also unable to put many hours in due to lack of motivation.

How do we fix it?

- Jason: Splitting up some work items in order to divide up work.
- Gio: Motivation will probably go up once school starts and we are able to get guidance from the teacher.
- Jesus: Get back into a solid work routine, as classes are back in session
- Vi: Decide on meeting time when doing sprint planning so that we can plan ahead with our own schedule, we can have a back up meeting time in case the first one isn't possible.
- Rainier: Finish up all of the work from the last sprint within this sprint.

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<u>Action Plan</u>

   The Action Plan will consist of putting more effort in effectively splitting up work items, having a higher sprint velocity, and having better sprint planning meeting times for future sprints. We will combat these in the following ways:

- Work Items that have multiple sub - projects such as DAR report will be split between at least 2 members.
- Complete above 75% of Effort points assigned this Sprint
    - Begin tracking Sprint Velocity and never dip below -15% range
- Plan Sprint Planning meeting days with 2 days in advance and check if everyone is able to attend.
    - Backups dates will be made if unable to have full attendance