

- Sprint Velocity
  - Number of story points completed in one Sprint
    - Velocity = 72
  
- What did we do well?
  - Jason: Keeping track on our daily standups and burndown chart
  - Gio: We got most of the work done and were able to have better estimations.
  - Vi: By focusing more on phase 1 features the draft of it was done
  - Jesus: We were on a better track with our efficiency for this week.
  - Rainier: I was able to get all of the work that I was planning to do finished.
- What could we improve on?
  - Jason: Improving on my quality of work for our BRD
  - Gio: Improve with communication with our client and send smaller chunks to be revised
  - Vi: Could have spent a little more time on the project to follow the sprint planning, but the schedule of this week didn't allow that.
  - Jesus: We could have better communicated details for formatting our BRD, so we could prevent the need to reformat we have now
  - Rainier: Our BRD needs more work still. When we sent a draft for review, we got bad feedback saying that we should have it done better.
- How do we fix it?
  - Jason: Using the feedback I received from Vong to produce a sufficient and quality BRD by Wednesday
  - Gio: Make sure to only send a part of the document and not the whole thing
  - Vi: Estimate my capacity better next plan
  - Jesus: Better communication between individuals such as leaving note but not needing to meet all the time
  - Rainier: As it is still our draft, we should just try to finish up the whole document before turning in almost nothing

- **Action Plan**

Although this week we did have a lower velocity of 72 compared to our previous week's velocity of 80.5, our team capacity was overall less than the previous week thus our estimation techniques have improved. In order to fix the list of issues we each had this week, we plan on firstmost establishing better communication than the Sprint before. While in the first Sprints we had constant communication, we always emphasized needing to meet face to face when in reality team members have other matters to attend to. Thus we established a better way to keep that constant communication without needing to meet all the time by emphasizing leaving notes on our documents or in our discord for team members to check whenever they work and make

changes accordingly. By doing this, the BRD formatting quality will be ensured and allow for formatting changes to be sent to the entire team and changed when needed. For estimating our capacity issue, the next Sprint will be only 2 days due to a miscalculation on Jason's (my) part and thus should be more accurate as it's a shorter amount of days with big assignments due.