Sprint Retrospective and Action Plan -3

- Sprint Velocity
    - Number of story points completed in one Sprint
        - Velocity = 100

- What did we do well?
    - Consistently grinded copies of RFP and had regular meetings
    - Quick to respond to Vong's changes for drafts
    - Did well under pressure and stay composed with our project
    - Divided up the work well according to our hours
    - Breaking up the work between RFP and BRD teams
    - Completed most of our main goals for our first sprint
- What could we improve on?
    - Estimating our time and effort points
    - Breaking down product and Task Breakdown accurately according to the lecture we did
    - Better communication between team groups (RFP group and BRD group)
    - Accurate record and estimation of effort points
    - Burndown chart estimation
- How do we fix it?
    - Creating a task breakdown, especially in the future, where we are able to emphasize work division and work not overlapping in the case our schedules are unable to overlap
    - Use estimation techniques taught in class (Scales)
        - poker , fibonacci numbers
    - Estimate our own time better
    - More careful for making changes on document to prepare for coding since to not cause confusion in the future

- **Action Plan**

  The Action Plan this upcoming sprint cycle is to implement the recommendations and corrections we wanted stated in the previous Sprint Retrospective. By using better estimation techniques and having a better concept of our time this week, our poor team velocity of the week before (100) will be improved to keep above the 85% limit provided by Vong. On top of having better estimation techniques, we will also improve on our task breakdown as well so we can have as much as non-overlapping tasks so we can work individually if we are working at different times. This can be done by splitting up based on features or phases as well as splitting into teams and tackling groups of features that way as well.