**Project Sprint Planning Notes**

**Team:** Group4

**Sprint:** 1

**Date:** August 6th 2020 12pm

**Attended:** Ethan Nicholas, Max Simms-Walker, Paul Curran, Zijun Jia

**Scrum Master:** Ethan Nicholas

**Product Owner:** Name

**Scrum team:** SEF-Wed. 18.30-Group4

## 1. Things That Went Well

*What went well? What the team is happy about?*

Most of the team showed up except for one person, everyone introduced themselves and communicated effectively in order to get the bowl rolling so that the goals of the assignment could be laid out as well as determine as a group what had to be done. The team were happy that the meeting was productive and that we managed to plan out our assignment as well as familiarise ourselves with tools such as Trello and visual paradigm.

## 2. Things That Could Have Gone Better

*What could have gone better? What the team could improve?*

We did not fill in a pre-planning sheet for the meeting and we didn’t assign someone to do the meeting minutes until half way through also one of our group members was not present.

## 3. Things That Surprised Us

*What wasn’t expected?*

Our group was surprised at how much we managed to accomplish, we all agreed that our groups meeting was more organised than most first group meetings

## 4. Lessons Learned

*What you learned from the above points?*

That we should send more reminders to other group members so that they remember to attend the meeting as well as plan the agenda as well as designate a someone to do the meeting minutes beforehand.

## 5. Final Thoughts

*Things to Keep*

Keep the active communication going

Keep setting goals for each week

Keep the meeting productive and do not waste time talking about unrelated topics.

*Things to Change*

Write a meeting plan before hand

Designate a person to do the meeting minutes

Send more reminders to group so that every group member attends Sprint meeting