

# Retrospective

## Main Criteria

- Has the retrospective identified genuine problems with the team's policies and practices?
- What strategies has the team decided on to address any identified problems?
- Are those strategies likely to work?

Date	1/10/24
Attendees	Andrique, Gwyneth, Melissa, Jaemin, Shaun, Bernice
Retrospective Meeting minutes	Gwyneth Lee, Jaemin Park
What went well?	<ol style="list-style-type: none"><li>1. We implemented more features which aligned with the sprint backlog tasks in jira</li><li>2. We shifted responsibilities around to accommodate the personal situations of our group.</li><li>3. The group managed to have much more structured and productive meetings.</li></ol>
What could have been done better?	<ol style="list-style-type: none"><li>1. List out the tasks better in the sprint backlog, more details should be added to the description of tasks to ensure team members are not confused</li><li>2. Having a better spread in tasks amongst team members (some were assigned disproportionately less or more than others)</li><li>3. Still, communication between team members between standup meetings could be improved, making better use of direct messaging to update members after code has been completed.</li></ol>
What will we try next?	<ol style="list-style-type: none"><li>1. Add short dot point descriptions for each task in jira for more information, this allows team members to look back and gain a better understanding of the task.</li><li>2. We will use previous sprints in order to better estimate the effort required of each task, furthermore, we shall attempt thorough discussion before allocation of tasks in an attempt to better distribute workload.</li><li>3. Team members will include a short description alongside their Jira updates so that team</li></ol>

	<p>members are able to better visualise the current stage of the project.</p> <p>4. Consider reviewing design decisions for the next sprint</p>
What questions do we have?	<p>1. How should we deliver the burndown chart to the user?</p> <p>2. In what ways can we improve the design of our product?</p>