

Date: 13.09.21

Attendees: Zakarya, Rebecca (Product Owner), Nicholas, Terry, Tiana (Scrummaster)

Minutes

What we did well

- Breaking up the tasks between us pretty evenly
- Communicating to resolve issues
- Collaborating and helping one another
- We were all very willing to set aside time whenever anyone needed it
- Complete the tasks that we were assigned

What we can do better

- Being more clear/better clarity on who is doing what
- Communicating more often so there's less miscommunication for tasks
- Speaking as a team about what tasks are being done
- Better name the tasks on the trello.

Actions

(Actions that can be taken to improve problem areas)

- Communicating more often and better - telling other when we are doing a task or make 'big' changes
- Clarify with others if a task does not completely make sense.
- Clearly set out tasks and what they involve, if we are unsure, making sure to clarify these
- When modifying others code communicate what was changed
- Branching

How to take these actions:

- Discussing everything in the main communication channel, instead of one-on-one
- Telling others when you're working on something in said channel
- Asking questions when we are unsure in said channel
- Creating branches for each major feature on the CRM