

Team Peace Sprint Retrospective

Date: 11/24/2023

What Went Well?

1. Phong - We were able to complete all the deliverables for Milestone 1 on time
2. Yoshiki - Team's total effort point estimation was accurate. The total amount of work done by the team at the end of the sprint matches closely to the effort point estimation, differing by only 2.5 hours.
3. Zarif - Our sprint planning did consider potential feedbacks from the client

What Went Wrong?

1. Yoshiki - Scrum master was unable to push scrum documents on time, due to a lack of communication and coordination
2. Jack - Yoshiki's trip to Boston was not considered during sprint planning which led to inaccurate estimates of work being done.
3. Phong - Standup meetings were not held consistently, leading to a lack of communication.
4. Devin - The team had to rush at the end of the sprint to finish the deliverables for milestone 1, resulting in some of the deliverables being rushed.
5. Zarif - We need to be more conscious of critical work items like the project plan in this sprint

Action Plan

1. We need to follow our designated time allotted to have standup meetings at 9 pm. Having the meetings together with everyone present at the same time would have alleviated the discrepancies in communication and coordination.
2. We need to consider every team member's schedule critically and have a discussion during sprint planning as to the amount of actual work that can be done by the team member, instead of relying on pure assumptions of available time.
3. Same action plan as 1
4. We need each individual member of our team to be more accountable for their work. In order to do this, at the end of each day, every team member should push the work that they have completed during that day to the github repository. This ensures that team members can not lie about the work they have done, forcing them to be more accountable.
5. We need to clearly define the work items that take priority, by having a metric for priority. A work item can be on a scale of 1 - 3 regarding priority, with 1 being least important, and 3 being most important. This way we can ensure that our team is focusing on the right tasks.

Notes

- Yoshiki will be the Scrum Master for the next sprint