

# Team Peace Sprint Retrospective

**Date: 12/11/2023**

## What Went Well?

1. Jack - The team found time to implement the client feedback on our milestone one submission
2. Yoshiki - Scrum master did not miss a day of standup
3. Phong - Stand Up was held at a consistent hour everyday

## What Went Wrong?

1. Jack - I inaccurately estimated how much work I had in my other classes, leading to less availability than I predicted I could provide to the team. (Expected 14.5 hours, Actual 7.5) 50% less
2. Devin - Our scrum master lost track of the scrum schedule and planned meetings on days without scrum meetings.
3. Zarif - Added workload of other classes and finals interfered with current sprints workload

## Action Plan

1. Jack needs to take more care when reviewing how much work his assignments will actually take, factoring in potential study time for tests, and considering group assignments as a large commitment.
2. Other users should be more accountable for the scrum process. We will add a mental check in column to our standup excel sheet while Yoshiki is scrum master.

3. 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 continue as scrum master for our next sprint.
- Due to external due date being pushed back one week, internal due date will be pushed back one week as well.