

Team Peace Sprint Retrospective

Date: 10/23/2023

What Went Well?

1. Devin - Task breakdown was more granular and detailed compared to last spring
2. Jack - Scrum meetings had significantly more structure, leading to them concluding much faster.
3. Phong - Having the folder for work drafts help the team achieve more individuals work then last time
4. Zarif - Implemented day to day tasks that all team members had to do at a deadline
5. Yoshiki - Implemented the estimates for the burn down chart

What Went Wrong?

1. Phong - Sprint Planning wasn't in the format that the client wants
2. Yoshiki - Overestimation of time spent on each individual work tasks
3. Zarif - We didn't do work items that are applicable to other work items first
4. Jack - Unplanned days off occurred.
5. Devin - People were not able to fully finish their work stated in task breakdown

Action Plan

1. Phong - Wait for feedback from the client to Jack's format, and then we can do our sprint planning based on that. Wait for 2 days at most, until 10/25/2023. If

the client hasn't responded by then, we can make our sprint planning of the feedback received on 10/20/2023.

2. Yoshiki - Determine complexity level (High, Medium, Low) for each task then employ party poker for that specific complexity level. This will give us a better estimate for each task, which can then be further refined by whoever is assigned to that task.
3. Zarif - We will determine which tasks are dependent on others. Assign those dependent tasks to people. Those tasks will take priority. Tasks done will be shared with the rest of the team as soon as possible, in order to resolve dependencies.
4. Jack - Each team member will organize their schedule for the duration of the next sprint 1 hour before the sprint planning meeting, to ensure days off are as planned as possible. This will be verified with a check in on the sprint planning document.
5. Devin - Following the next sprint, team members will hold each other accountable towards committing dedicated time each day to complete said items in task breakdown.

Notes

- Phong will be the Scrum Master for the next sprint