[HVK Sprint Retro] |MINUTES

Meeting date | time 8/29/2024 10:00 AM

Meeting location [Heritage College B219]

# Attendees

|  |  |  |
| --- | --- | --- |
| Sebastien Burke – Senior Developer/Scrum Master  Ryan Somers – Developer/Scrum Team Member  Joshua Magnan – Developer/Scrum Team Member | Pierre Badra – Developer/Scrum Team Member  Sabrina Tochkov – Developer/Scrum Team Member  Christopher Elliot – Stakeholder/Product Owner/ |  |

# Invited but Did Not Attend

[N/A]

# Subject

[The purpose of this meeting is to reflect on the HVK Reservation System creation and its most recent sprint.]

# Discussion Topics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members | What went well? | What didn’t go so well? | Lessons learned | Puzzles |
| Pierre | -Designing well the project and its UI, which eventually helped throughout the entire process of the project.  -Team Communication | - Time Management/Estimation. Our estimation was really off – we did not take into account the fact that things may not go as planned, which in return caused our time estimates to not be too short. This made things hard in terms of time management.  -styling the web pages and css naming convention | To add a bit of padding to time estimate to take into account unpredictible outcomes/events.  Organizing our styling system. | There’s nothing really that still puzzles me. |
| Seb | Project structure well planned, easy to proceed due to clear vision – also development of account creation pages | Version control was a challenge – running into merge conflicts often | Keep constant communication with other team members – get together more often to solve merge conflicts more efficiently | Nothing comes to mind. |
| Ryan | Communication, being present and working, teamwork, UI was worked on well. | Planning on Azure DevOps and time management, and the time estimation was off by a few hours. Getting done the make reservation flow. | Use our time more wisely, communicate with the team more about certain problems people had (don't get blocked, ask questions) | How did we get a 70? |
| Joshua | What went well was the production of the logging system, communication and teamwork. | What didn’t go so well was working on the vaccination part of the system and time management. | What we learned is how to properly manage our time working on the project. Learning how to properly set hours for specific tasks. | How did we get a 60? |
| Sabrina | Teamwork & efficiency during work periods – collaboration between members for Reservation pages | Communication with clients was meager, some questions remained unanswered – time estimation wasn’t very accurate (overestimated certain parts) | Organizing an extra meeting or two with Jim and Sally with further questions wouldn’t have hurt, and would have helped make the last sprint faster | How could we have better estimated our time better? |

# Decisions

|  |  |
| --- | --- |
| D1 | For future estimations, we will use techniques like the Poker Estimation technique, as it proved to be effective & eliminates bias. It encouraged communication and consideration of things that most members could have forgotten. |
| D2 | Consider following the real PR Request Reviewing rules – in the previous sprint, we approved and merged our PRs automatically. It would be more beneficial to make sure our branch is up to date with the main, then create a PR that CANNOT be merged by the creator and must first be approved by another member. |
| D3 | For future sprints/projects, have a proper CSS naming convention/structure that can be used multiple times, scalable and understood by others. |

# Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A1 | Pierre | Set up and keep up to date a CSS file that follows convention | Open | Due date September 8th |
| A2 | Sabrina | Setup PR permissions in Azure DevOps to require a reviewer | Open | Due date September 8th |
| A3 | Ryan | Get 5 sets of Poker estimation cards | Closed | Due date August 29th |

# Follow up and next steps

* Organize as a team a Poker Estimation meeting
* Consider future modifications to database schema to optimize
  + vaccination querying
  + reservation creation/editing