**CS692 - Retrospective Report**

**Iteration: #1**

Team: #3

Project Manager: Harrison Yang

Application Name: SERVICE GENERAL

Meeting Date: 10/12/21

| **What Worked Well** | **What can be Improved** | **Suggested Improvement Actions** |
| --- | --- | --- |
| * Multiple Team Meetings * Development Updates * Splitting the team into two groups, development and management, peer reviewing each other * Address questions * Teamwork is visible throughout the iterations. * Team working together on the modules/features. | * Better communication with timing & schedule * More constructive conversation to make sure everyone is on the same page and understands * Better time management for Test Cases * Team can make peer reviews more efficient and productive. | * Schedule a third meeting in the week on Mondays * Increase follow up messages * Send out and keep track of reminders * Create repository installation documentation * Timely completion of the deliverables which gives more time for peer reviews. * Team can make use of velocity chart to better manage time |