Retrospective for ID1

- Retrospective regarding ID0

  - "How do you feel the deliverable emerged overall?"

    - Ardalan: I think overall the first deliverable was really good, but there a few things that needs to be improved as soon as possible.

    - Ralph: Meetings were too long, need better processes

    - Kamal: creating a clearer image of our software architecture

    - Eric: Finding the backend beforehand would've made our planning easier but was limited due to not receiving access from the stakeholder until the day before

    - Dan: Time limited for planning for the project

    - Marcus: Everyone is very involved and everyone seems to be putting thought into the shape of the project and that's really all I can hope for.

    - Cameron: Overall I think it went well

    - Jozua: We were significantly organized considering we are a newly formed team. Everyone had great input.

    - Juan: We are making great progress towards the project, but we still need to figure out how to focus our meetings that we become more productive

    - Glenn: Not the most productive that we could've been. A lot of talking done but not a lot of " what's the way forward" information given. We get done with meetings without having all issues tackled and have people assigned to things. Some tasks were not assigned to anyone. But hoping we get better at sitting into our responsibilities as the project progresses.

  - "What actions/practices helped our progress in producing a quality deliverable?"

    - Ardalan: Frequent meeting helped us to keep everyone on the right track and figure things out to be done. Thankfully everyone is engaging and are willing to learn and help and give feedback which lets everyone to improve.

- Kamal: Repeated and frequent meetings helped with good level of informed discussion. People knew what they were responsible for and knowledge was shared well

- Cameron Beattie: We had several planning meetings which helped people with knowing what to do to finish the deliverable

- Ralph: Our long meetings for consecutive days really contributed to finishing the deliverable

- Marcus: Meeting and working in person makes it easier for me to feel accountable and get things done. Cameron volunteered as "secretary" role to help us organize our meetings 🙏 also asynchronous stand ups with DailyBot are good

- Eric: The planned meetings and lots of discord discussion keep us updated on the deliverables requirements

- Jozua: The consistent communication between the team (even outside of meetings) was great for keeping everyone up to date and everyone knows what is happening. The daily meetings was great for clarifying the current status of our project and how we can contribute. Awesome meeting notes.

- Juan: Frequent meetings were definitely a good thing since they helped me to keep up with the latest development of the projects. Taking notes of the meetings has also helped a lot.

- iii) "What actions/practices hindered our ability to produce a quality deliverable?"

  - Ardalan: We need to have our documentations in two places, I think we need to find a platform that covers everything and let us to keep track things in a single place.

  - Kamal: at times it felt like there isn't one source of information with the use of notion, wiki, discord, google docs, emails, and the live power point doc. I think it will be difficult to maintain all throughout the semester

  - Cameron: very long meetings were not ideal

  - Ralph: At the start our meetings were unorganized that lead us to repeated discussions,

- Marcus: Very long meetings help us stay on the same page but saps motivation and energy from the product.

- Jozua: Long meetings made it hard to soak in everything discussed.

- Eric: The meetings were too long and cutting into my time that I have to spend on my other classes and causing me to still be playing catch-up on them.

- Juan: Sometimes meetings were too long, even though many topics were discussed and planned there was not too much work done. Also, I find it a little bit complicated to find information because there are too many different sources to look at (Notion, GitHub issues, Discord).

- iv) "What process innovations or steps could we take that would help us the group do even better next time"?

  - Ardalan: Need to set up things for each deliverable and have them in a nice format so that the information is easy to find so that in meetings we can go over it in a short time (max 5 minutes), and we can assign people quickly.

  - Juan: Plan the meeting agenda beforehand. Concrete actions to complete, then we can plan for our next tasks. Prepare for meetings.

  - Eric: Setting stuff, expected reading instead of going through as a group.

  - Kamal: have more focused meetings, time box them, stick to itinerary. Also, have meetings that are more specific to the task at hand so dev team meetings, qa team meetings, and then overall team meetings.

  - Dan: Leads should plan about what our meetings will be like, dev, QA, project manager is accountable.

  - Cameron: Planning issues should be planned beforehand with all leads before relaying to the team.

  - Marcus: Have issues assigned to teams and then teams are responsible for assigning tasks to individuals.

  - Jozua: Have an agenda for every meeting. Every team reports progress concisely.

  - Ralph: Have accountable roles have plans for every meeting and ID

- Actions:
  - Project Manager
    - Prepare us a clear and detailed set of requirements for each deliverable.
    - Make sure leads have a good idea of the requirements before planning.
  - Dev Lead
    - Plan issues for dev team beforehand for each deliverable
    - Glenn start planning issues for ID2.
  - QA Lead
    - Plan issues for QA team beforehand for each deliverable
    - Juan start planning issues for ID2.
  - Build master
    - same thing plan issues for id2
- v) "What can I do even better next time"?
  - Kamal: do a better job at reporting in asynchronous standup.
  - Ralph: put your topics in agenda
  - Ardalan: more structured for everyone
  - Juan: Have the list of things to be done by QA team for the deliverable, done early
  - Daniel: Upload risks quicker to get feedback on them
  - Cameron: Look for guidance from my team lead quicker and more often, both for implementation and design.
  - Jozua: Ask for help more often rather than struggling on my own.
- Planning stuff going forward
  - Leads: get stuff ready by Sunday at the latest
  - Need Mini Milestones for ID2.

- Get us a list of stuff that needs to be submitted for every deliverable.
- Risks stuff
  - Dan has a whole document writeup of risks
  - ACTION for DAN: link the team the risks document to review