**Retrospective 1**  
  
Participants: Niall, Gening, Orla, Jakub, Alex, Selim

[Link to the retrospective board.](https://www.reetro.app/board/5fb502a9843c03001684fda4/5fb502ee843c03001685032b)  
 **Start**  
- Doing code reviews ( Alex, 6 Up Votes )   
--- Perform only for merge requests ( Alex )   
- Making a PowerPoint at each customer meeting so we stick to the point ( Selim, 6 Up Votes )   
- Having shorter team meetings ( Niall, 5 Up Votes )   
- Discussing what we've done/had issues with individually in standups ( Orla, 4 Up Votes )   
- Doing pair programming on hard issues/bugs ( Alex, 5 Up Votes )   
- Setting up all meetings in calendar so we all know when to meet ( Orla, 4 Up Votes )   
- Writing issue messages/descriptions to show progress/planning ( Alex, 4 Up Votes )   
- Assigning issue risks and priorities - perform risk evaluations ( Selim )   
- Sending more emails to the customer rather than having a meeting ( Selim, 4 Up Votes )   
- Spending more time clarifying goals for each iteration. ( Alex, 2 Up Votes )   
- Pushing frequent commits (smaller commits throughout the week) ( Alex, 2 Up Votes )   
- Having frequent and more structured standups (twice a week?). ( Alex, 1 Up Vote )   
 **Stop**  
- Weekly customer meetings - Need to have progress to show. ( Jakub, 4 Up Votes )

--- Many things can be evaluated via e-mail

— Once we finish gathering requirements, customer meetings can occur on customer days.

**Continue**  
- Splitting tasks between team members randomly ( Orla, 4 Up Votes )   
- Having regular team meetings ( Selim, 4 Up Votes )   
- Having regular customer meetings ( Selim, 1 Up Vote )   
- Having brief meeting before customer meetings ( Orla, 4 Up Votes )   
- Writing meeting agendas in detail ( Selim, 3 Up Votes )   
- Summing up weekly tasks - nice and useful ( Selim, 2 Up Votes )   
- Evenly splitting the workload between team members ( Jakub, 4 Up Votes )   
- Creating issues for everything that needs done ( Alex, 2 Up Votes )   
- Having structured customer meetings (preset agenda + team roles) ( Alex, 2 Up Votes )   
- Putting labels to issues on Git ( Alex, 2 Up Votes )   
- Assigning people to issues on Git ( Alex, 3 Up Votes )   
- Having presentations in customer meetings ( Alex, 2 Up Votes )

As an outcome, we raised certain issues and assigned a person responsible for following their completion. These are documented on GitLab with the “Process Improvement” label.

For some process improvement points raised, we decided we are all responsible, hence, we put them with big headings as a reminder on the Teams channel (and in the README.md). We might consider putting them at a more visible place – maybe something we see daily.