**Retrospective 2**  
  
Participants: Niall, Gening, Orla, Jakub, Alex, Selim

**Went well**  
- Having weekly team meeting (stand ups). Team meetings were much more efficient ( Selim )   
- Scheduling meetings in the calendar ( Orla )   
--- Meetings are all pre-scheduled and in calendar ( Selim )   
- Timing (i.e..: we mostly completed the tasks). ( Selim )   
- Good risk analysis of technology stack. Decided not to use React. ( Jakub )   
- Team communication. ( Selim )  
- Creating multiple wireframes to give the customer a choice. ( Jakub )   
 **To improve**  
- Interacting with customer (long waiting times). slow replies from Louise ( Selim )

--- Not much we can do though.

--- Decided to send them more emails, prompting for availability and containing important information regarding the project.  
- Management of Gitlab issues (closing, assigning, labellign) ( Jakub )   
- Questions we ask from ViloSky (make it more explicit that we want better answers etc.). Communication with customer. Important to get quick feedback on proposals. ( Selim )

--- Create a list of customer questions on Teams and keep it up to date. ( Alex )

--- Decided to ask more specific questions (eg: comparing and contrasting two proposals/designs)  
- Breaking tasks down. Break down tasks (within group tasks) ( Selim )   
--- Spend more time planning the further iterations.. Break down large milestones! ( Alex )   
- Customer meeting planning - talk about and assign risks – for task/person ( Selim )   
- Group retrospective items into categories ( Alex )

--- This is now happening, outlined in reports with (---) alongside comments.  
- Raise issues whenever relevant. Even if not a technical job. ( Alex )   
- Think of backups/alternatives (what ifs) of issues, considering risks. ( Alex )   
- Remind everyone of shared responsibilities daily ( Alex )   
- Write progress updates on issues (after each individual chunk of work) ( Alex )   
- Allocating tasks to individual people/groups ( Gening )   
- Don't be afraid to go into more detail during customer presentation ( Niall )   
 **Was bad/Stop**  
- Still no clarification on IP. Maybe we should contact Tim ourselves. IP issues ( Selim )   
--- Push finalising until end of December! ( Alex )

--- Decided to talk to the lecturer ourselves and raise potential plans with the customer.  
- Writing out ‘Way forwards’ & uploading notes alone ( Alex )

--- Decided to have Selim help me and take turns.  
- Uploading notes with bad formats (folders/naming) ( Alex )

--- Decided Alex will be responsible for gathering and formatting all notes before uploads.

Moreover, the team reviewed the issues raised at the last retrospective, and came up with more “Process Improvement” issues:

- #50 Risk Assignments - Another issue of this sort to make sure risk assignments are carried out and talked about during meetings - Assigned to Niall.

- #51 Increase use of comments - Make sure comments about progress are posted in the relevant issue and/or in the Teams chat. - Assigned to Alex.