**Sprint Planning Report**

In order to maintain good communication during the completion of our project, we decided to have a mandatory meeting at least once a week. As the project progressed, we met several times per week to work on the stories and/or issues we encountered. After learning about Daily Scrum Meetings, we agreed to meet everyday for at least 10 minutes.

We divided our 7 non-functional and functional requirements among the 5 persons in the group. We decided it would be beneficial for each of us to work with a person more knowledgeable in case we needed help with our story. Some people in our group were not familiar with Python and/or the Discord libraries so working with a partner really helped the learning process.

**Sprint Meetings**

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| **Date:** January 23, 2021 |
| **Meeting Duration:** 7:30pm – 8:15pm |
| Key Points of the Meeting:   * Reviewed proposal (15 min) * Further discussed technology stack feasibility needed to achieve project vision (15 min) * Created shared google drive folder (5 min) * Discussed project proposal and divided proposal into 5 sections (10 min) |

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| **Date:** January 26, 2021 |
| **Meeting Duration:** 9:00pm – 10:30pm |
| Key Points of the Meeting:   * Talked about milestones (15 min) * Did a practice run of the presentation (45 min) * Rework slides/timing (30 min) |

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| **Date:** January 30, 2021 |
| **Meeting Duration:** 9:30pm – 10:45pm |
| Key Points of the Meeting:   * Discussed requirements for assignment 2 (15 min) * Discussed stakeholders (10 min) * Determined functional requirements (30 min) * Discussed problems we may face with implementing functional requirements (10 min) * Determined non-functional requirements (5 min) * Divided work for Sprint 1 (5 min) |

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| **Date:** February 9, 2021 |
| **Meeting Duration:** 9:30pm – 11:00pm |
| Key Points of the Meeting:   * Allocated functional requirements to group members (20 min) * Set up team Trello page for tracking project progress (40 min) * Discussed setting up local development environment using individually created bots (creating Discord application, getting OAuth2 set up to invite to test server, running code/hosting bot on local machine) (30 min) |

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| **Date:** February 13, 2021 |
| **Meeting Duration:** 9:00pm – 10:30pm |
| Key Points of the Meeting:   * Reviewed functional requirements between group members (20 min) * Discussed implementation of complex data structures for functional features (30 min) * Continued discussion on setting up development environment (40 min) |

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| **Date:** February 17, 2021 |
| **Meeting Duration:** 9:30pm – 11:30pm |
| Key Points of the Meeting:   * Reviewed functional requirements between group members for demo (30 min) * Rehearsed order for test running demo features (1 hr) * Worked on group assignment (30 min) |

**Retrospective Meeting**

Date: 2/20/21 9:00pm – 11:00pm

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| **Start Doing** | **Stop Doing** | **Continue Doing** |
| · Daily 10-minute meeting at 9 am on weekdays  · Add comments to our code  · Make demo presentations more concise  · Prepare for demo presentations  · More testing  · When programming join in voice chat | · Irregular meetings | · Paired programming sessions  · Ad hoc meetings  · Time estimation of story points (tasks) |

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| **Successes** | **Failures** |
| · Completed fundamental features  · Demo presentation successfully communicated our progress | · Last minute issues with reminders  · Demo presentation past 10-minutes  · Did not comment code |