

## MEMORANDUM

TO: Mary Hudacheck-Buswell, KellyAnn Fitzpatrick  
FROM: Team 7351: Noah, Chase, Chris, Bruce, Zhijian  
DATE: February 12, 2018  
SUBJECT: Reflection on Sprint 2

### **Retrospective**

On February 12, 2018, our team ran our second retrospective. We conducted a new balloon retrospective consisting of the same four components: the “hot air,” the “sandbags,” the “bad weather,” and the “sunny day.” Our current positive team aspects are our dedication to the project, our attendance, our utilization of Zenhub and our ability to stay ahead of schedule. The issues that troubled us this past sprint include miscommunication with our client, an unbalanced workload, and a poor estimation of how much work would be necessary to complete our Zenhub issues. As we move forward into Sprint 3, we expect an increased workload as our Issues become more implementation heavy and complex. Furthermore, we expect the commitments of each team member to continue to make it difficult to dedicate the necessary amount of time to this project, however clear communication and focus on the tasks at hand will help resolve this issue. We have also still had difficulty getting on the same page with our client about what the expectations for each sprint are, but again, we are working to resolve this issue with better communication.

### **Team Issue**

The most significant issue our team hopes to address in Sprint 3 is how unbalanced each team member's workload can be. This past sprint, the nature of the implementation associated with each of our Zenhub issues often lead to only one team member writing the files we needed. This meant that other team members were left without any significant work to do. The significance of this issue is derived from the fact that as we move forward the amount of work related to our project's implementation is going to increase exponentially. It would be impossible to get this implementation done if only one or two team members are working it at any given time. It is therefore of the utmost importance that we properly divide up the issues required by our next few sprints.

### **Team Solution**

During Sprint 3, we plan to address our unbalanced workload problem by more intimately detailing the issues of the next few weeks before any implementation is actually done. If we are able to properly spend the time understanding and delegating the work required by this sprint then it likely that every team member will receive an equal amount of work.

Accordingly, we suggest the following action plan:

- At the very first Sprint 3 meeting, work through each use case and Zenhub issue in detail so that the work required by each is understood completely.
- As we work through the sprint, if we find at any time that there seems to be an unbalanced workload, we will stop and attempt to redistribute the workload
- Have people communicate to the rest of the team if they believe any member has an unbalanced workload

ENCLOSURES: Retrospective Balloon

## APPENDIX

