

## MEMORANDUM

TO: Mary Hudachek-Buswell, KellyAnn Fitzpatrick  
FROM: Team 7351: Noah, Chase, Chris, Bruce, Zhijian  
DATE: January 31, 2018  
SUBJECT: Reflection on Sprint 1

### **Retrospective**

On January 31, 2018, our team ran our first retrospective. We conducted a balloon retrospective consisting of four components: the “hot air” that brings our team up, the “sandbags” that weigh our team down, the “bad weather” we anticipate looking forward, and the “sunny day” action items that can steer us away from the bad weather. Several of our current positive habits include good attendance, equal distribution of weekly workload, and frequent communication with our clients. Our main issues during Sprint 1 were related to having a lack of time due to everyone on the team having busy schedules, and having unrealistic expectations of how difficult the project will be. Additionally, as we move forward and the nature of our tasks becomes more specific during each sprint, we anticipate having more trouble dividing tasks equally between all members.

### **Team Issue**

One significant issue that our team plans to address in Sprint 2 is the issue relating to our “dedication of time”. Due to the nature of our project, we tend to underestimate the amount of work that will be required to complete the goals assigned to us by our client. Considering the fact that we only have a few sprints remaining, the way in which we plan our time is of the utmost importance. This relies significantly on our estimation of the time required to complete specific tasks. As we progress through our project and discover its increasing complexity, we are finding that we have not been dedicating a sufficient amount of time during the week to accomplish our goals.

### **Team Solution**

During Sprint 2, we will address this issue by increasing specific time commitment from each team member. We understand that while class schedules provide a concise overview of availability during the week, they do not reflect dynamic changes in other deadlines and commitments.

Accordingly, we suggest the following action plan:

- At our earliest convenience, review all tasks and set generous time estimates to take into account potential complexity issues
- Recurring two-hour meetings on the same day and same time each week, twice-per week
- Schedule additional “work meetings” on weekends

ENCLOSURES: Retrospective Balloon

## APPENDIX

