- Sprint Velocity (Total = 88.5)
    - Aiden: 14.5
    - Kameron: 17
    - Diego: 14
    - Nathan:14
    - Kihambo: 17
    - Jacob: 11

- What did we do well?
    - Aiden:
        - I think we are developing a better understanding of the design process, how to use iterative feedback, how to apply the scrum methodology to create iterative feedback, and generally asking better questions to better understand an artifact's requirements.
    - Kameron:
        - Over this sprint we have gotten better at asking for feedback and applying said feedback.
    - Diego:
        - I think we did a good job at compartmentalizing the work and working on different things at once.
    - Nathan:
        We improved our sprint planning this sprint which has made the entire sprint easier since it was more defined than the previous sprint
    - Kihambo:

        Individual work. I dedicated work items to each day completed most of my work after setting my hours.
    - Jacob: We were pretty good at getting feedback and applying the feedback as a team in a fairly organized way.

- What could we improve on?
    - Aiden:
        - I think we could improve upon developing daily agendas at the end of every daily standup for the next day.
        - We could use these daily agendas to generate daily status reports (daily scrum standups)
        - I think we could improve upon sending vong iterative feedback and generating questions to ask him.
            - I think it would be helpful to brainstorm designs and design questions before even attempting a rough draft.

- - Then build upon the rough draft
  - Kameron:
    - We can improve on applying the feedback we get from vong quicker so that we can get a constant stream of feedback and continually improve our artifacts
    - We also need to improve upon communicating with each other to understand where we are at and what we are all working on.
  - Diego:
    - Actively uploading our scrums to github as we do them.
    - Sticking to self-imposed submission dates.
  - Nathan:
    - We could improve upon our daily standups with some more detailed explanations
    - We could also improve how often we send Vong feedback so that we aren't completing tasks blindly
  - Kihambo:
  -   we could improve on communicating more effectively. Most of the team has different schedules so that's all the more reason to do so.
  - Jacob:
    - We could improve on taking account of the scale of revisions on assignments that may impede our progress on other important tasks.

- How do we fix it?
  - Aiden:
    - We need to follow scrum DILIGENTLY. Its a management framework built for the software development process. It is meant to make our leaves easier. I think we need to apply ourselves to this framework and that will make, making progress as a team a whole lot easier.
    - COMMUNICATION. All team members must be required to communicate avidly their insights. It doesn't make sense to only have one person contributing to the whole discussion. The team needs to participate as a whole, everybody has an equal stake in this class. Participation is key.
  - Kameron:
    - Follow scrum and follow what we agree to work on in the day
    - We all need to just respond to messages in discord and just update if we can do the work that we agreed upon or not.
  - Diego:
    - Scrum master needs to upload scrum docs when we do them.
  - Nathan:
    - Follow scrum to a Tee

- ■ Update the team on our progress outside of daily standups to improve communication
  - ○ Kihambo:
    - ■ Communicating ahead of time and as soon as possible. If someone is doing stuff for other classes and/or can't make it to a meeting they must say so as soon as they learn.
  - ○ Jacob:
    - ■ When we plan stuff, we should have a rule to always have floaters for revisions or try to leave time in each of our capacities to account for the floater work/revisions.
    - ■ Constantly do status updates for the team

- ● Action Plan:
  - ○ Aiden:
    - ■ Going forward we need to follow Scrum to the Tee
      - ● Document process including:
        - ○ Process of elevation
    - ■ Make DAILY incremental progress
    - ■ Make DAILY updates to the project's GitHub
    - ■ Send DAILY reiterations to Professor Vong
    - ■ Heavily scrutinize design architecture requirements (ie develop questions to best frame the context of an artifact before actually starting that artifacts development)
    - ■ Be a good teammate developer.
  - ○ Kameron:
    - ■ Follow Scrum
    - ■ Communicate with team about my current work
    - ■ Continuously work on assignments everyday
  - ○ Diego:
    - ■ Be more communicative in discord.
    - ■ Start work earlier in the sprint.
  - ○ Nathan:
    - ■ Follow scrum diligently
    - ■ Communicate with the team daily
    - ■ Send Vong finished tasks for feedback as soon as they are complete
  - ○ Kihambo:
  - ○ Keep each team member updated, sending the professor questions as soon as we have them, and getting started on work more ahead of time
  - ○
  - ○ Jacob:

- Do status updates whenever doing tasks
- Communicate with team for daily scrum
- Follow scrum diligently