

Title: Retrospective Meeting Summary – April 6, 2023

Introduction: On April 6, 2023, after the presentation the team held a retrospective meeting to discuss the areas for improvement from the project. The meeting aimed to foster continuous improvement and to identify actionable steps for future projects. While doing so we came up with areas that we should be improved in future projects:

1. Communication:

Issue: While working on code we were all doing our given task, those tasks came up hard for some students and instead of asking for help some just tried to fix it themselves.

Action: In the future as a team, we should communicate more since student A can know the solution for code which student B was assigned, limiting the opportunities for knowledge sharing

Measurement: Have more communication and more meeting in a daily basis

2. Time Management:

Issue: Time estimation for a given task was inaccurate which led to delays to submission of iteration1.

Action: Improve time management by given task more time to implement then expected time

Measurement: In next project improve each tasks estimate time by adding 2 extra days to it

3. Task Prioritization:

Issue: Team failed to understand the priority of a task and hence the task was left last and missed the deadline

Action: Prioritize the task in high priority to lower priority and implement the high priority tasks first and leave the lower priority tasks for later

Measure: Aim to finish all task 48 hrs before the deadline, within the last 48hr test code if it works.