Sprint review and Retrospective:

**Preparation:**

Product owner and I meet with client and users to ask questions and get information that would be needed or like to be seen within the project requested. Client requested more detailed web page with SNHU Travel packages. Users gave information on what they would like to see within the Travel package website. Create user stories for prep on what should be added, test cases for developer review.

**Start:**

Scrum meetings will be every morning at 9 am for 20 minutes. We will do a 5-minute breathing and silence so that the team has time to think and process before we begin. Next discuss what users are requesting and what the client wants to do for the website. What ideas that the team can provide different ways we can process these requests from the users.

**What worked:**

By having the scrum meetings each morning and discussing what each part of the team has gotten complete or is in review. Creating user stories helped better understand what the users would like to see or add to the website. Testers applying test cases for what should be reviewed or what was not working. Discussion and questions for things that were not very clear when working on the project. Letting each part of the team address what they were needing or what questions needed to be answered. Creating a backlog helped come back to what was needing to be addressed as well.

**Improvement:**

Make sure that questions get answered quickly and efficiently. Backlog for questions that can be answered or discussed later on. Redirect unwanted distractions or problems within the team. Have a constructive debate for the hardest challenge that they encountered and what could be done to make it easier. Consider each idea given by parts of the team and assign a project management metric and evaluate if this is helping improve or declining outcomes.

**Conclusion:**

The team was able to apply all skills efficiently and productively to this project. Each part of the team did outstanding within their position and more. With each scrum meeting we were able to discuss what parts of the project was becoming difficult. Answering questions directly and clearly, for what was needing to be done. Even with a challenge added within the team for adding a later request from the client. The team was able to stay on task and complete the project within the Date given to launch of the project. Making sure that everyone stayed in the same loop with each part of what was being processed, or still needed to be completed. Need to make sure the team is not getting into a rut while working on the project. For anyone that is not able to attend the Scrum meetings have a typed format that can be emailed to the attendee unable to be there. This makes sure that the whole team can be on the same page even if not able to attend.