

Sprint Retrospective 11

Sunday, February 20, 2022

8:06 AM

What was Good?

- everybody is caught up with documents and project ideas (Jacob, Danny, Kayla)
- communication (Danny, James)
- **early meetings (Justin)
- **in-person meetings (Blake)
- new members (Naeun)

What was Bad?

- **lack of motivation, overwhelming changes (Jacob, Danny)
- didn't meet internal deadlines (Danny)
- **long meetings (Justin)
- causing blocks (Naeun)

What needs to Change?

- Early/Shorter Meetings to account for in-person limitations
 - o Meetings should be scheduled to be online for the morning (8am - 9am) or shortened when in person after class is over Mondays and Wednesdays (M/W)
 - This solution does not include early, in-person meetings
 - This solution focuses on in-person meetings after class, we already know the deal with online meetings
 - Meetings that are acceptable to not shorten are Sprint Planning & Sprint Retrospective meetings
 - Meetings for M/W are better scheduled after class is over, but for any other days that the team agrees to meet on should be scheduled to start in 8 - 9am
 - The best days other than M/W are Friday, Saturday, and Sunday
 - Meetings will not be held before CECS 491B

- After CECS 491B class on M/W, a meeting will be held with the team for 30 minutes
 - Everyone must have an agenda of items to discuss in the meeting, more details on the agenda below
 - The meeting is over when everyone is finished discussing the items on their agenda
 - Otherwise, the meeting can be extended if the team agrees to extend it past the allotted 30 minutes
 - The team can also agree to schedule another meeting to discuss the rest of their items another time or finish in an online meeting
- Each team member must have an agenda
 - Unless there is nothing to talk about then they won't talk, but this is unlikely since everyone should at least share the progress they made since the last meeting
- Before the meeting begins, everyone's agenda will be assessed for any items that apply to the whole team
 - Items that apply to the whole team will be discussed first as those are highest priority
 - It is unlikely that every team member will have items that apply to the whole team
 - The likely person to have such items are James since he emails Vong for the team
 - Items that do not apply to everyone will be discussed in an order the team agrees on during the meeting (**Ex.** team members will share one item from left to right until there are no more items)
- Code Overview for the new additions
 - On Wednesday, February 23rd, the first in-person meeting after CECS 491B class will be reserved for catching up the new additions with the codebase
 - This solution is meant to calm the nerves of our new additions and gives them the chance to ask all the questions or discuss ideas they have for the system
 - This meeting is allowed to be extended past the allotted 30 minutes
 - Agenda of items to discuss: this agenda is subject to change according to what the OG team members deem appropriate, but this agenda consists of items that must at least be covered

CONSISTS OF ITEMS THAT MUST AT LEAST BE COVERED

- Confirm that all team members have the correct library versions, software, and team management tools
- Explain the level of completion for Stories Logging, Archiving, and User Management
 - Explain the bugs, mishaps, and possible errors that need to be accounted for during development
- Demo how MariaDB is accessed and modified through the console and through the Data Access Layer
- Explain the folder hierarchy that is used
 - Make the distinction between the development project and the testing project