**Sprint Retrospective – 10/6/20**

For our sprint Retrospective we met with Rachit in order to discuss what went well and what we need to do better on during this next sprint.

During our last sprint we did a good job making sure to consistently meet with each other even just to check in each week even if we did not have much to talk about. We also did a good job of reaching out to each other when we got stuck on something instead of working on the same issue for several days.

What we needed to work better on was making sure we did not procrastinate and save anything till the last minute along with making sure that we followed the development process. Our last sprint we were more afraid to ask questions, but this sprint we made sure that it was a priority in order to make sure that we have a complete understanding.

In addition to conducting a retrospective of our first sprint we also worked on clearly defining the acceptance criteria. During the first sprint we attempted to describe the acceptance criteria however we just slightly missed the mark, so we were able to clean that up during our retrospective meeting. We were also able to clarify some of the requirements such as limiting the number of portals to two, the email and username must both be unique, and there will be no time limit. With these requirements among a few others, we were able to have a firm understanding of what was expected of us.

**Sprint Review – 10/27/20**

For our sprint review the team met with Rachit again to go over what we completed during this sprint and what we need to make sure we have done in time for the presentation.

During the meeting we discussed how in out Kanban board we need to update all the user stories with their acceptance criteria along with making sure that all the user stories have the correct tasks associated with them. Rachit also explained how we needed to make sure our class diagram from the first sprint was updated to reflect how we may have changed the structure of our project. We then further discussed the expectations for the deliverables such as what the development manual should contain, what the traceability matrix should look like, and whether we need to include a demo of what we have built so far in our presentation video.

Overall, from this meeting we were able to discover that we needed to clean up our acceptance criteria just a little bit in addition to making sure a few last items are completed so we can be ready to turn everything in on time.