CECS 491A - Sec 6 - Retrospective Document

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**9/7 - Sprint 0**

What did we do well?

* Team members provided useful project ideas that were presented at the in-person meeting.
* Productive in-person group meeting in which the team was able to choose the project ideas from the pool of ideas brought by each member and were able to start thinking about the unique features.
* Every team member suggested edit changes that the proposal needed before the proposal submission.

What do we need to improve on?

* Continuously adding more tasks to the next sprint since there is more work than anticipated
* Start conducting daily scrum meetings to get continuous updates on each team members’ progress as well seeing what roadblocks they might have encountered.

Persisting issues:

* Proposal still has not been approved which other documents are dependent on.
  + Solution: Allocate more hours to the proposal and getting feedback through attending office hours and emailing client

**9/21 Sprint 1**

What did we do well?

* Daily scrum meetings kept team members aware of the team’s progress as well as being able to assist other members when they had any roadblocks.
* Team was good about getting docs looked at by other teammates to try and follow a more formal review process
* Office hours were visited consistently to get as much feedback as possible

What do we need to improve on?

* Daily stand up often deviated by tangents, Scrum master needs to keep team more on topic
* Improve documentation by recording meetings notes such as a running doc for stand up
* Under Planned the amount of hours required for tasking during Sprint 1, this needs to be addressed by more accurately accounting for time in the assignment of story points

Persisting issues:

* Proposal continuing to be a roadblock because of unapproval.
  + Solution: Allocate even more hours then previous sprint to prioritize the approval of proposal. Team needs to be more detail oriented to catch errors before sending proposal submissions to the client.
* Other classes, projects and jobs are taking up the time of the group members.
  + Solution: Members need to begin to do their homework ahead of time and plan their time accordingly around their work to dedicate more time towards the Senior Project.

**10/5 Sprint 2**

What did we do well?

* Was able to get proposal approved and remove persisting roadblock
* Team managed time better with other classes and was able to allocate more time to the project
* Daily standup has become less deviated by virtue of scrum master intervening

What do we need to improve on?

* Deliverables were delayed by proposal, for next milestone with no blockers, the team should start much earlier and spend more hours initially than during sprint 0 and 1
* Adjusted to previous sprint but overestimated the story points, the team needs to utilize both sprint 1 and 2 data to continue to refine planning sessions
* Team members need to make more of an effort in posting deliverables/items immediately to github when said deliverables/items are completed.

Persisting:

* Other classes, projects and jobs are taking up the time of the group members.
  + Solution: Members began homework ahead of time but exams need to be accounted for as well by studying more in advance, especially with midterms coming up.