

# Sprint 1 - Inception Review

Participants	All TT team members
Host	@Larissa Salerno de Castro
Date	28 Mar 2024

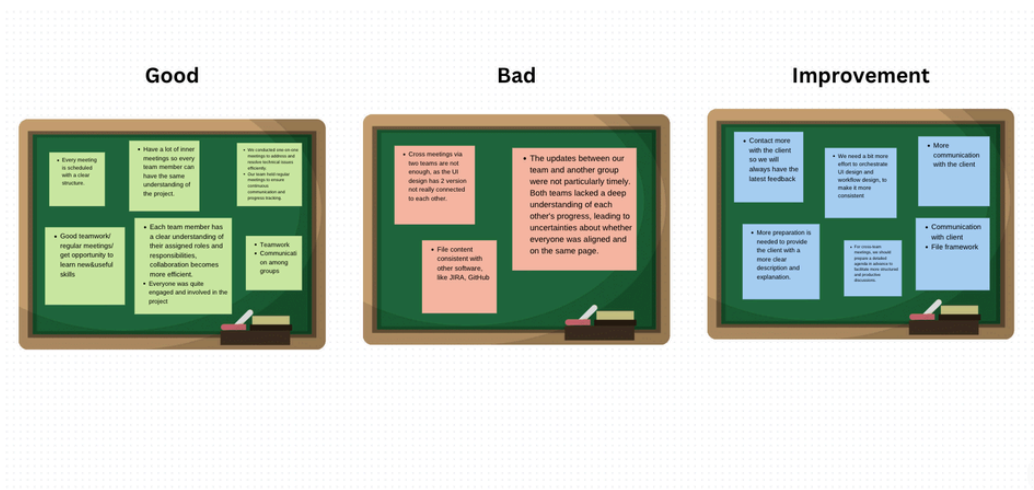
## Client Feedback

- No prioritization
- Login functionality is good
- Meetings will be online and every other week

## Sprint planning checklist

Preparation	<ul style="list-style-type: none"><li>✓ Team up</li><li>✓ Create and set up GitHub repo</li></ul>
Meeting	<ul style="list-style-type: none"><li>✓ Set up meeting time</li><li>✓ Create accounts and share with client and mentor</li></ul>
Project	<ul style="list-style-type: none"><li>✓ Align Requirement with Client</li><li>✓ Connect with database</li><li>✓ Initially design prototype and workflow</li><li>✓ Set up the development environment</li></ul>

## Retrospective




### Good

- All meetings are well scheduled and constructed
  - Inner meetings keep teammates updated with clear requirement and progress
- Every teammate is involved

	<ul style="list-style-type: none"> <li>• Communication among team are good</li> </ul>
<b>Bad</b>	<ul style="list-style-type: none"> <li>• Cross team meeting frequency is not enough, should conduct more</li> <li>• Confluence is not consistent with other software, should update at the same time</li> </ul>
<b>Improvement</b>	<ul style="list-style-type: none"> <li>• More communication and preparation with client</li> <li>• More effort on UI design and workflow</li> </ul>

## Velocity Tracking

-  This sprint is more about design. Therefore, velocity changes after two weeks of preparation. This might be the reason why no idea burnt rate is generated by Jira.



## Potential Tasks in Sprint 2

	Task	Required
1	GitHub merge workflow	Required
2	The initial version of UI design	Required
3	Login, authentication, authorisation	Required
4	Test list implementation (under US003) is delivered	Required
5	Question list implementation	Required
6	Set reference answers	Required
7	Scoring-setting for questions implementation	Required
8	Test option configuration implementation	Required

## Potential Risks for Sprint 2

Risk	Mitigation
Communication with the client is lagging behind	Send follow up email
Meeting time among team members hardly coordinated	Fix meeting time and allow team members meet via zoom

Insufficient skill about UI design	Client prioritize greaterly on functionalities over UI
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