**SPRINT 2**

Day #1

Date: 08/11/2019

Sprint Planning meeting with: Florin, David, Jaume (Kenneth – missing)

Topics:

1. *Remind the team the big picture or the goal*

* It has been discussed that the new Sprint will be a repetition of the previous Sprint as the user stories from Sprint 1 have not been completed

1. *Discuss any information that may affect the plan*

* Kenneth is missing again without any excuse and none of the team members is aware of his situation. Sprint planning meeting being kept limited as the Product Owner is missing to define the new Sprint

1. *Confirm the team capacity (working availability and schedule)*

* Point 2 may affect the schedule

1. *See if there are any current issues*

* Point 2

1. *Review again the definition of DONE*

* Definition of DONE – Analysis, Design, Code, Testing, everything pushed in GITHUB in the correct branch and place

1. *Present the product backlog items*

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1. *Determine how many hours are needed (per user story points)*

* 4 hours

1. *Scrum Master calls for a group acceptance on the plan*

* Repetition of Sprint 1 to finish the user stories

1. *Team and Product Owner clears out if this is the best plan*

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Day #2

Date: 13/11/2019

Sprint Daily meeting with: Florin, David and Jaume. (Kenneth – showing up late)

Topics:

1. *Checkup questions with the team if everything is ok*

* Concerns: Kenneth is repeating the same negative habits of last semester: missing from meetings without announcing with some time before or giving an excuse later. This represents the same danger as last year where the team is affected and there will be some consequences on the productivity and focus of the team

1. *Check up with each team member to see if there are any issues + their updates on the work*

* Jaume is working on the connection Tier 1 – Tier 2 and despite some errors, things are getting closer to a full working connection
* Florin is almost done with the MVVM for Tier 1 and later he will assist Jaume with some parts of his work for the connection
* Dave is almost done but he is more on standby as he is waiting for Kenneth to see what is needed more from his side to hand over to Kenneth

1. *Back to work*

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Day #3

Date: 20/11/2019

Sprint Daily meeting with: Florin, David, Jaume and Kenneth

Topics:

* The team decides to cancel the daily meeting as they need to catch up with work and the issues and other topics will discussed further in the Review and Retrospective meetings.

Review meeting with: Florin, David, Jaume and Kenneth

Topics:

* The team has not been able to deliver any of the Sprint Backlog items as there have still been issues with the connections between the Tiers. There are still some parts that need to be fully understood, therefore there is a small lack of knowledge
* Kenneth was working on the tasks that have been assigned to him
* Having easy access to project progress via Google sheets is helpful and increases the project transparency, having tasks on Github branches is not efficient as if something is modified in one branch, another person can see the different version in another branch

Retrospective meeting with: Florin, David, Jaume and Kenneth

Topics:

Following issues are being raised during the meeting:

* Florin: We ended up in the same situation of uncoordinated work, parts of the design are skipped. We must not underestimate the relevance and importance of analysis and design.
* Jaume: Some team members need to finish their assigned tasks and be more communicative. If we isolate and we are not aware of what each other is doing, we lose the control over the project.
* Dave: Follow the Google sheets and be more on time with communication, better manage Github branches – divide them so that we know, where to put the final version of task/file
* Kenneth: which API and framework best to use, set our project structure before the sprint

Other issues raised:

* Jaume: we need to focus more on the project and avoid some time-consuming conversations
* Florin: show up on time