**SPRINT 4**

Day #1

Date: 03/12/2019

Sprint Planning meeting with: Florin, Dave, Jaume

Topics:

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

* As one of the group members is not available in the working session, the team focuses on not difficult user stories in coding part - on those, which should be easy to connect with the actual user stories.

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

* Team capacity is decreased as Dave is not available – he promises to catch up at the weekend

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

* Point 2 – Dave not available for 2 days, Jaume for 1 day – we are forced to move Thursday meeting/working session to Friday

1. *See if there are any current issues*

* No issues at all
* Scrum Master needs a substitute, that will hold the meetings and keep track in the minutes of the meetings – Jaume

1. *Review again the definition of DONE*

* Definition of DONE remains the same as in the previous sprint

1. *Present the product backlog items*

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

* Less hours are needed as group capacity was decreased in the previous sprint

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

* Focusing on the analysis and design for easier code part, as Dave will be working at the weekend and cannot participate in working session
* The team accepts to implement managing user stories in sprint backlog and letting user break them down to tasks

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

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Day #2

Date: 04/12/2019

Sprint Daily meeting with: Florin, Jaume (Dave – announced in advance that he will be missing)

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

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

* Analysis completed
* Florin – MVVM
* Jaume – need to finish design
* Tasks for Dave assigned – Junit testing, Database, part of MVVM, organizing the structure of the 3. Tier, ER model

1. *Back to work*

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Day #3

Date: 06/12/2019

Sprint Daily meeting with: Florin, Jaume (Dave – announced in advance that he will be missing)

Topics:

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

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

* Code issues:
* Florin – Location not set issue again
* Jaume – problems in connection part
* Merging problems – taking not up-to-date classes lead to coding the same stuff again, NullReferenceException when calling some user stories, some code lines with text with name of branch are randomly added from Github that we are forced to delete
* How to get storyId in the first tier to send it (as the storyId is created in the third Tier) to the second tier

1. *Back to work*

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Review meeting

Date: 08/12/2019

Topics:

1. *Product Owner opens up the meeting remind the team the goal of the sprint*

* The very important core of the system is implemented, by managing sprints the user has a possibility to deliver the Increment

1. *Team presents the finalized backlog items*

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1. *Product Owner and users are testing*

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1. *See if any other backlog items would/ could be created*

* Setting active Sprint is necessary for the adding user story to Sprint Backlog, as It is not good idea to implement active sprint by date

\*Dave attended the meeting

Retrospective meeting

Date: 08/12/2019

Topics:

1. *SM opens the meeting and gives the context for retrospective*

* SM opens the meeting by doing a quick review of what has been done in the last sprint. The team encountered a lot of merging problems, but the team was able to deliver the Increments successfully even though not all members participated the working session

1. *Check in questions for each member present*

* Everyone is doing fine, a little bit of nervousness is in the air

1. *SM reviews the actions from current Sprint and Team evaluates the progress*

* The team did well, and group members learnt a lot from the previous sprints’ issues, how to manage tasks, where to put all the finished work, who is doing what, code errors fixed faster as we encountered them already in the past

1. *What worked well?*

* Cross-functionality with reduced arguments and discussions, as the Team better imagined the system functionality and data flow

1. *What needs improvement?*

* Merging branches and work from each group member is causing a lot of problems
* Check all available resources - presentation

1. *What are the possible solutions for the identified improvements?*

* Merging in more frequency to Master branch, more transparency for other users of what is everyone doing

\*Dave attended the meeting

\*\*SM is making the meeting with SM substitute to have a clearer overview of what has happened in the last meetings and working sessions