**SPRINT 5**

Day #1

Date: 09/12/2019

Sprint Planning meeting with: Florin, Dave, Jaume

Topics:

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

* Most of the core functions for proper working of the Scrum tool are implemented. This sprint’s focus is mainly on managing minutes of meetings held in each sprint. The goal is still to keep the efficiency and the organization in the work

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

* There should be no problems that may affect the plan

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

* Everyone confirms their availability and participation for the next working sessions

1. *See if there are any current issues*

* No issues at all

1. *Review again the definition of DONE*

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

1. *Present the product backlog items*

* ✔

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

* The Team agrees on implementing the minutes of the meeting. Besides that, the team decides on putting onto Sprint Backlog: changing of the role inside the group in case of any mistake in assigning the roles when creating/adding member; assigning story points for each user story to make team estimating easier. The team breaks down tasks:
* Analysis part – Dave – change access of members
* Jaume – Assign story points
* Florin – create a sprint meeting note
* Discussion about how to set minutes of meeting – the team accepts to make simple minutes of meeting, always setting it up for active sprint only

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

* ✔

Day #2

Date: 10/12/2019

Sprint Daily meeting with: Florin, Jaume, Dave

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

* ✔

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

* Problems in communicating between group members as data model in JAVA needs to be the same as in C# - different naming of instance variables cause problems
* All tasks assigned in the previous working session are completed alongside with some class diagrams
* There is a need of updating ER model and the team spent time about how the creation of notes should be implemented into actual system

1. *Back to work*

* ✔

Day #3

Date: 11/12/2019

Sprint Daily meeting with: Florin, Jaume, Dave

Topics:

1. *Checkup questions with the team if everything is ok* 
   * *✔*
   * Starting with coffee and informal talk improves the atmosphere
2. *Check up with each team member to see if there are any issues + their updates on the work*

* Creating minutes of meeting for the same sprint replaces the old notes, the system should keep old notes as well until active sprint is not changed
* Location not set in MVVM for MeetingNotes

1. *Back to work* 
   * + *✔*

Review meeting

Topics:

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

* As we have successfully implemented Scrum artifacts and Scrum roles, we needed to focus on the last element of the Scrum, that is indispensable to support the framework - Scrum events – to let a user better keep track of the progress in the Sprint

1. *Team presents the finalized backlog items* 
   * + *✔*
2. *Product Owner and users are testing*

* *✔*

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

* Edit minutes of meeting, as with the actual system, user is not able to add more daily meetings in different time for the same sprint

Retrospective meeting

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 delivering of user stories is going overall smoother as the team still learns from the previous mistakes and setbacks.
2. *Check in questions for each member present*

* Everyone is doing fine

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

* One of the group members had a meeting with supervisor to talk about some issues related to the project.

1. *What worked well?*

* Group cooperation and productivity

1. *What needs improvement?*

* To have a better overview and manage up things better, the team agrees on having more meetings with the supervisor to not get out of the right way
* Showing up at the time

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

* Taking initiative to set up a meeting with supervisor, ask external entity for the help
* Going to bed earlier

1. *Which improvements to implement and how?*

* To see 6 – by writing emails, having discussion with the group and prepare questions that need to be asked on the meeting