**SPRINT 7**

Day #1

Date: 17/12/2019

Sprint Planning meeting with: Florin, Jaume, Dave - online

Topics:

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

* The goal of this sprint and the process overall is very similar to the previous sprint. The team focuses on loading data from the server and writing process and project report.

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

* David – is returning to Czech Republic – he will work from home, communication will be held online and working sessions will still be held together

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

* Dave – by travelling he won’t be able to contribute much today

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

* The team agrees on continuing in important documentations – Project report and Process report, as there is still a lot of things to be done. The team decides to view and edit minutes of meeting and to view tasks assigned to specific user story. Edit is mainly to make the team possible to add more daily meetings in the system. Also, the sprint will focus on doublechecking the files, that the team would like to hand in.

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

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Day #2

Date: 18/12/2019

Sprint Daily meeting with: Florin, Jaume, Dave - online

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

* There is a lot of pressure on everyone as the deadline is coming closer

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

* Tasks to do:
* Jaime: Double check the design files, also design for
* Dave: Double check the analysis files
* Florin: Double check the rest of the documentation files

1. *Back to work*

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Day #3

Date: 19/12/2019

Sprint Daily meeting with: not held

Topics:

1. *Checkup questions with the team if everything is ok*
2. *Check up with each team member to see if there are any issues + their updates on the work*

* Not held

1. *Back to work*

Review meeting – participants: Dave – online, Jaume, Florin

Topics:

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

* By this time, all the views are working fine for the system. Having views to let a user have a possibility to manipulate with data is an important part of the system.

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*

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Retrospective meeting – participants: Dave – online, Jaume, Florin

Topics:

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

* The working flow was similar to the previous sprint. The team did not encounter much problems and was able to deliver the required Increments successfully.

1. *Check in questions for each member present*

* Everyone is all right

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

* Jaume: “As we were in the pressure, we were working better as a team. Everyone knew what to do, and the communication on what is needed was without any problems”
* Tough sprint with high performance

1. *What worked well?*

* Everyone was capable and competent enough to finish the assigned task
* No conflicts
* Work prioritization
* Problem solving

1. *What needs improvement?*

* More breaks

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

* Alarm for break