

Sprint #10 Retrospective

March 15, 2023

WHAT WENT WELL?

Team Member	What went well?
Haley	Communication to not duplicate work that is being done
Allison	Helping team members with code reviews! (doing last minute peer reviews and helping with development) :) Githel was super helpful with file upload stuff!
Joshua	Blocking out time to meet as a group to review the project's code structure
Githel	Collaborating and switching off work items for those with higher capacity

WHAT COULD BE IMPROVED?

Team Member	What could be improved?
Allison	Completing tasks from the in progress column on the trello
	I spent a lot of time this sprint working individually
Joshua	I failed to send out reminders for Sprint Standups
Matthew	Scheduling my school work more evenly week to week so I can work more consistently on 491

FOR THE NEXT SPRINT & ACTION PLAN

Team Member	For the next sprint...	Action Plan
Joshua	Moving forward, I think it might be a good idea to set an internal deadline for Friday Standups to be completed by, since we typically complete these asynchronously as a team	Friday Standups - Fill out by 5 PM
Allison	Finish incomplete tasks before starting the tasks scheduled for this sprint	<p>Set aside capacity for this next sprint to complete In Progress tasks Figure out what exactly needs to be done to complete each of the "In Progress" tasks in the backlog and assign them to a team member in Sprint Planning</p> <p>If the completion of a task is dependent on another task, work on planned tasks (from Gantt Chart) while waiting for the other task to be finished</p> <p>Only hold stand ups in person (with Friday's still async)</p> <p>Hold eachother accountable in standups by referencing the planning doc and making sure every task is mentioned in updates</p> <p>Standup template: [Completed] blah</p>

		<div>[In Progress] moo</div> <div>[Not Started] meow</div> <div>[Blocks] woof</div> <div>All tasks in planning should be mentioned in one of the above categories</div>
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