Sprint 1 Materials

Queue-Up

[Optional Team Logo]

Mark Headrick

Member 2

Member 3

Member 4

Member 5

**[Delete all instructions in red before submitting.]**

# Retrospective Summary

Summarize your retrospective meeting. Discuss what went right and wrong during the sprint, what changes (if any) need to be made regarding procedure, and what adjustments might need to be made to the product backlog. If backlog goals were not met, include an explanation of why not. The summary should be approximately 250 words.

What went right

Mark said we got a good product done within the first print, he also said he got more familiarized with the code so did Aayush especially in terms of getting the APIs working and same page no conflict

Raj said we started coding and preparing earlier within the week which went really well

What went wrong

Learning the tech stack was a little bit slower since they were brand new. Getting to that point was difficult Jakob

Main difficult part is documentation, maintaining the product backlog and sprint backlog was difficult since it was done poorly in the beginning

What changes need to be made regarding procedure

Doing more active research in terms of the tech stack continually weill help speed up completion

Mark pointed out the fact of hiding API keys will be done in a later sprint

Raj stated that in the next sprint or coming sprints, during each SCRUM meeting we can overview the product and sprint backlog in order to ensure everyone is on the same page in terms of documentation and required work

What adjustments need to be made to the product backlog

New features will be added to the product backlog which are more divisions of tasks for sprint 2 and also adjustments for potential features and work in sprint 3. Progress is good

# GitHub Release Link

Create a GitHub release of **a completely working version** of the software and include a link to your release here. Note that some features may not be included if they are scheduled for later sprints.

Remember to commit to your repository each time a new feature is added/modified. Items should not be marked as “complete” on your backlog until they have been pushed to your repository.

# Product Backlog

Your product backlog contains the list of tasks with their priorities, dependencies, time estimates, and status. It should be updated continually throughout the project. Include the snapshot of the product backlog at the end of the sprint here.

Sprint Backlog

Your sprint backlog is a subset of the product backlog. It includes the list of tasks that were scheduled for the sprint, who they were initially assigned to, initial time estimates, actual time spent, and their status.

# Burn-down Charts

Include two burn-down charts, one for the sprint and one for the product.

* Burn-down charts should be reported in remaining hours and show both the estimated and actual hours over time.
* The initial sprint burn-down chart is created from the sprint backlog. It should be updated after each SCRUM meeting based on team member status and feedback. Thus it should contain at least 5 data points (the start of the sprint, 3 SCRUM meetings, and the end of the sprint).
* The product burn-down chart should be updated once during the sprint and again at the end of the sprint. Thus, by the end of the project’s 3 sprints, there should be at least 7 data points on the product burn-down chart (the start of each sprint, the middle of each sprint, and the end of each sprint).

# Next Sprint’s SCRUM Meeting Schedule

Include a list of your planned SCRUM meetings for the next sprint. You should have at least 3 SCRUM meetings in each sprint. (This section does not apply for the final sprint.)

Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting [#] for ProjectName

Prepared by:

Meeting Date:

## Meeting Attendees



## Meeting Agenda Items



## Status Update Since Last Meeting

Accomplishments:



Tasks Completed:

| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

## Before The Next Meeting

Plans:



Task Assignments:

| **Task Description** | **Assigned to** |
| --- | --- |
|  |  |
|  |  |

## Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).

Include additional SCRUM Agendas and Minutes here on new pages, 1 for each meeting.