SOFTWARE ENGINEERING II

TEAM 5 | SOLICITEL

PROJECT REVIEW RETROSPECTIVE

FORMAL STATEMENT OF MEETING

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1. Overview
During this sprint, the team faced several challenges, including a significant risk that had been identified during the initial planning phase. Specifically, the risk of personnel changes at the organization we are working with materialized. The client's representative was replaced, necessitating updates to some of the project requirements. This change impacted our progress, leading to delays in achieving our planned goals for this sprint.

2. What Went Well
Client Understanding: Despite the unexpected changes and delays, the client was understanding and cooperative. This allowed us to realign our objectives and continue working productively.
Team Collaboration: The team successfully advanced in defining roles, creating the project, and storing request data. The collaboration within the team, though challenged by communication issues, showed resilience and adaptability.

3. What Could Be Improved
Group Communication: Although the team was generally attentive to tasks, there were lapses in communication regarding task progress and how certain activities were being executed. This sometimes resulted in misalignment of efforts.
Client Interaction: The unexpected change in the client's representative highlighted the need for better mechanisms to manage client interactions and updates. This includes ensuring that any changes in requirements are promptly communicated and understood by all team members.
Testing Activities: The organization and execution of testing activities need significant improvement. There were issues with the presentation of test cases, and many tests were not adequately conducted or reported. The member responsible for testing activities should focus on better planning, execution, and communication of test results to the team.

4. Action Items for Next Sprint
Improve Communication: Implement regular check-ins and updates to ensure that all team members are informed about the progress and challenges of ongoing tasks. This will also include setting clear expectations for how tasks should be reported and shared within the group.
Enhance Client Interaction: Develop a strategy to handle client changes more efficiently, including a clear process for updating requirements and communicating these changes to the team without causing delays.
Strengthen Testing Processes: Review and improve the testing process, including better planning and coordination. The member responsible for testing should ensure that all test cases are thoroughly prepared, executed, and communicated effectively to the rest of the team.

NAMES	POSITION
Meiyin Melissa Chang Rizzo	Scrum Master
Diego Andres Martinez Mendia	Development Team
Luis Gabriel Canarte Lucio	Development Team
Samantha Sharid Sanchez Villacreses	Development Team