

SOFTWARE ENGINEERING II

TEAM 5 | SOLICITEL

PROJECT REVIEW RETROSPECTIVE

FORMAL STATEMENT OF MEETING

1. Overview

In this second sprint, the team focused on improving organization and addressing the backlog of tasks from the first sprint. While we made significant progress and successfully met the client's expectations, there were challenges, particularly during presentations. Despite these, the client was very satisfied with the outcome. This sprint marked the final delivery of our project.

2. What Went Well

- **Successful Final Presentation:** Despite last-minute issues, we managed to compile and send a video that explained all the necessary testing details, which contributed to obtaining the final acceptance letter for this sprint.
- **Client Satisfaction:** The client was very satisfied with the results of this sprint. We were able to deliver the required functionalities, which met their expectations and earned positive feedback. The client provided final acceptance of our work, acknowledging the efforts made by the team to meet the project goals despite the challenges faced during the sprint.
- **Improved Communication (Overall):** There was a slight improvement in the overall communication within the team. Most members were more engaged and proactive in discussing their progress and challenges.

3. What Could Be Improved

- **Task Execution Before Client Meetings:** One of the key issues faced was the amount of time the front-end team had to spend testing routes that should have been thoroughly tested by the back-end team before being handed off. This led to delays and consumed valuable time that could have been used for further development or refinement.
- **Underestimation of Task Complexity:** The team member who took on tasks independently often underestimated the time and effort required, leading to delays and incomplete testing. This misjudgment contributed to bottlenecks in the workflow, as other team members had to compensate for the oversight.
- **Communication Issues:** A recurring issue was the lack of communication regarding updates and testing. Some updates were made without informing the group, causing confusion and errors during the presentation. This underscores the importance of consistent communication, especially regarding critical changes.

4. Action Items for Future Projects

- **Enforce Collaborative Task Execution:** Moving forward, it's essential to ensure that tasks, especially in the back-end, are shared and executed collaboratively. No single team member should take on tasks independently without adequate testing and peer review.
- **Mandatory Testing Protocols:** Establish mandatory testing protocols for all tasks before they are considered complete. This will help catch errors early and prevent them from cascading into larger issues that affect the entire team.
- **Realistic Task Assessment:** Encourage team members to realistically assess the time and effort required for tasks. This will help avoid underestimation and ensure that tasks are completed thoroughly and on time.

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