Sprint Planning Notes

Team: 6

Sprint: 1

Date: 18/9/2021

Attended:

Scrum Master: Yutai Tong

Product Owner: Bohan Cheng

Development team:

Ningthouba Nahakpam

Zhihao Zhong

Ci Song

## 1. Things That Went Well

*Having done almost everything before the Sprint ended, we were pretty good as a new team in our first Sprint*

*The communication of the team was very smooth, there were few differences in the discussion, and any problems of the team members would be solved at the first time.*

*Everyone on the team has their responsibilities and does their assigned work very well.*

## 2. Things That Could Have Gone Better

*Time estimates for each task, as well as estimates of team members' ability to work,should be improved. This way you don't schedule too many or too few tasks in a Sprint cycle.*

*We need to make assumptions about the problems and emergencies we mightencounter during development, and make a response for each situation.*

*Task planning should be more detailed, including more accurate estimation of task points, so that we don't miss our deadlines.*

## 3. Things That Surprised Us

*Many members of our group met health causes an emergency, so we should have a plan to deal with these emergencies, such as health problems we should pay attention to team members, and to the record of each meeting, so that even if someone because of some reason missed the meeting but can be by the content of the meeting records to know.*

## 4. Lessons Learned

*Tasks should not be assigned to just one person, because if there is an emergency, thewhole task will come to a standstill and no one knows what is going on and what to donext. In this case, we should add more teamwork in the upcoming sprints*

## 5. Final Thoughts

*Things to Keep*

*Continue the previous working mode. Everyone's responsibilities remain the same and continue to maintain the previous communication mode. If there is any problem, directly ask for everyone to solve it together.*

*Things to Change*

*We need to schedule each task reasonably so that we don't get scorched before the deadline coming.*