**Title:** Team 2 retrospective - 01

**Date:** Sept 18th 2017

**Time:** 9:00am – 9:20

**Location:** Teardown lab – B213

**Subject:** Retrospective on first team meeting

**Meeting Parties:**

* Project Manager
* Team 2

**Attendees:**

* Andrew Ha – Team member
* Brae Walker – Team member
* Cody Berubé – Team member
* Louis Thibodeau – Team member
* Maxwell Haley – Team member
* Philip Dumaresq – Team member / Scribe
* Richard Chan – Project manager

**Invited, but didn’t show:**

* N/A

**Items Discussed:**

* What went well
  + We managed to get the use case diagrams done
  + We did a good job at getting back on track quickly
  + We solved problems quickly
  + We split all of the work well
  + Everybody was able to give their input
  + Our team dynamic was really good
* What are our thoughts on the RAC system?
  + Overall happy with the system
* What didn’t go so well?
  + Felt like we didn’t really know what the assignment was
  + There were a few times we got derailed
  + There wasn’t a whole lot of time to get everything done
  + We were a little slow on the uptake to get working things
  + We did the poker planning way too quickly
  + We spent a little too much time working on certain things
* What questions do we still have?

**Actions:**

**Decisions:**

* Every meeting we’re going to rotate who drives the meeting

**Follow up:**

* We have a meeting with Alain schedules for Monday, September 25th
* Future retrospective that needs to be scheduled.