**Team 03: Radford Child Development Inc.**

**Agile Elite Retrospective 1 action items**

**Power Ups**

* **More quality meetings**:

1. Meeting agenda shall be established and communicated to all team members prior to each meeting.
2. A team member will be appointed to ensure we do not digress from the agenda.
3. A team member will be appointed to take good notes.

* **Communication**:

1. Every team member will be REQUIRED to make a daily post on discord throughout the active periods of the semester.
2. To enforce communication, the professor will automatically be notified for assistance if a team member fails to communicate with the group after 3 consecutive days or if a team member fails to attend 2 meetings in a row without notifying the team.

* **Accepting Criticism**:

1. We will establish some sort of system or dialogue where team members can make “criticisms” or observations to something the team as a whole or individuals may be doing wrong.
2. A team member will be appointed to mediate such open dialogues.

**Bowser**

* **Access to necessary data from client:**

1. Artifacts needed from the client shall be promptly and formally requested for without delay (as was sometimes the case in sprint 1).
2. A text message and email update will be sent to the client every Wednesday and Sunday.

* **Yearly budget to client for expenses:**

1. In the first week or two of next semester, the team shall document the estimated cost for the hosting environment, plugins, maintenance, security tools, and other potential costs to developing the website.

* **Client availability:**

1. We will attempt to have be more flexible with our weekly meeting time with the client, this way we can meet based on the availability of the client that week, as opposed to the rigid schedule we had in sprint 1.

**Goals**

* **Administration of submitted forms**:

1. During one or more of our meetings, we will train our client on how to manage submitted forms and set her up to get some training at her convenience.
2. We shall obtain additional tools to improve the implementation and administration of forms on the site.

* **Outside user review of site:**

1. We will get some different demographics of volunteers to perform acceptance tests on the site.
2. Document results of the acceptance tests and use to improve user experience and quality of the site.

* **Writing tests (unit and acceptance) for every part of the website:**

1. TDD (Test Driven Development): we will write tests in our current testing environment before implementing any new pages or functionalities.
2. we will further explore other possible testing environments we can use to improve the quality of or tests on the site, or to test some functionalities we cannot currently test on our current testing environment.
3. We make a catalog of acceptance tests that will be added to every step of the way as we develop the site.

**Star Power**

* **Discord meetings twice a week**:

1. We will carry out the same process as was done early in sprint 1 to determine times every team member will be available to meet. We shall maintain having one meeting during the week, and another on weekends.

* **Meeting with client every two weeks**:

1. We will attempt to implement a more flexible scheduling of our meetings to improve on our meetings with our client, but in the bare minimum we will fix a bi-weekly meeting day and time with our client.

* **Pretending earlier due dates:**

1. We shall set firm internal due dates within the group to 3 days before any major deliverable (such as presentations) is due to be turned in in class, and 1 day before any minor deliverable (such as a simple document) is to be turned in.