**Sprint 1 Retrospective**

1. **Personal reflection**
   1. What went well this sprint?

* Allocation of tasks was fair, based on individual expertise
* Team members managed time well
  1. What did not go well this sprint?
* Overestimated the number of tasks for this sprint
* Miscommunication between product owner and scrum team
* Individual scrum members have trouble communicating their own work to others (technical jargon involved, requires “pre-knowledge”, etc.)
* Scrum members are generally not very exposed to other member’s expertise
* General lack of communication within the scrum team
  1. What can be improved for the next sprint?
* Individual members to improve on their respective field of expertise
* Foster a safer environment within the scrum team
* Brief the scrum team on basic knowledge of each member’s field of expertise (define jargon, simplify concepts, explain procedures, etc.)

1. **Major team decisions**

* **ADDITIONS**
  + Reuse sprint board on Trello for every sprint; Previous sprint tasks sit in the “completed” section with labels to indicate which sprint it belonged to and rename sprint board every sprint
    - Minimises the number of Trello boards the team has to deal with
* **CHANGES**
  + Story points per sprint: changed to a loose 15 (15 ± a few points)
    - Not enough tasks allocated last sprint
    - Also allows for extra tasks to be added/removed during a sprint (may be caused by underestimation/overestimation of task difficulty)
  + Story points now designated based on relative difficulty
    - Previous system (based on time estimated in days) created too many stories with 1 point
  + Sprint length changed to 2 weeks, from Thursday to Thursday
    - Changed to accommodate for inspection which happens every 2 weeks on Thursday
  + Frequency of stand up meetings changed to Tuesdays & Fridays (time & place fixed a day before)
    - Changed due to infrequent meetings

1. **Project progress**

* Each sprint backlog item has been implemented according to the acceptance criteria.
* Each sprint backlog item has been reviewed by at least 1 other scrum member before merging into the master branch.
* Each sprint backlog item has been documented and reviewed sufficiently.
* All sprint backlog items have been successfully implemented.
* All features have had sufficient (ad-hoc) black box testing.
* All features have been seen and “ok-ed” by the product owner (Mr. Yen Lung).
* As of after this retrospective, the product backlog has been updated to accommodate for the next sprint.