FIT2101 – Sprint 1 Retrospective Meeting

Attendees: Ayesha Ali, Shreya Kathuriya, Ryley Angus, Akshith Patil

Time: 11AM, Saturday September 14, 2019

Item	Description	Duration
Clarification of sprint duration	Our original project management plan specified the time per sprint as strictly two weeks. As the first sprint was only one week, we agreed that the plan should account for variably long sprints. We do anticipate future sprints to be either one or two weeks long.	10mins
Spike expectations and requirements	Sprint #1 involved our first spike. This occurred in the context of utilising the GitHub API. We have decided that in the future, when a team member is involved in a spike, they should document in a shared location what caused the spike to be necessary, which resources they used, and how exactly they developed their solution. Our project management plan will also be adjusted to describe these new expectations.	10mins
Use of Asana in task management	In the first sprint, team members did follow the agreed process in using Asana to create tasks for their chosen user story and set deadlines. After consulting with our client, the expectation in the future is that tasks in Asana should also be used to document anticipated or encountered sub-problems.	5mins
Clarification of time management process	As a team, we agreed that Asana should be used to track all significant work (greater than 20minutes) for each user story. This can be achieved by adding a comment to the relevant task, describing exactly what work has been done, and the time spent doing this work.	10mins