# DemoBlaze

# Sprint Review/Retrospective

## Details

Meeting Date: **[03/15/2023]**
Meeting Time: [**1000 AM**]
Meeting Location: **[Remote/Virtual]**
Attendees: **[Project Manager, Product Owner, Scrum Master, Design & Development Team, QA Testers, other team members]**

## Sprint Review (Client/Stakeholder)

The team was able to successfully complete the core functionalities and features of the DemoBlaze software application/website in the timeline and scope anticipated. Furthermore, the team would like to DEMO a new feature of the website that was rolled out as part of the latest deployment/release to the client/stakeholder. The team will DEMO the new email notification features and template for all product purchases including a new order confirmation number, which was not there before.

## Sprint Retrospective (Internal)

| Start doing | Stop doing | Keep doing |
|---|---|---|
| Ensuring that all end-users are not using the system between the hours of 12 AM and 4 AM due to routine maintenance & security patch upgrades. This can be implemented through a email or SMS based notification | Members of the team need to inform the entire team when taking a server or website version offline so work doesn't get lost | Members of the team should continue to share the environments access on a need basis only with approval |

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## Action Items

The sprint retrospective feedback indicates some action items such as new server or software upgrades/installations as well as privacy issue notices

- Contact the Network Team to ensure that new members are granted access to the main server
- Ensure that the most updated/recent licenses for software are on shared servers for team

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## Notes

1. **Introductions**

    - The meeting begins with introductions from the client and the development team.
    - The development team includes the project manager, product owner, scrum master, and developers.

2. **Purpose of Meeting**

    - The purpose of this meeting is to gather requirements for the project and to prioritize user stories based on stakeholder feedback.
    - The development team will work with the client to define the scope of the project and identify the key features that should be implemented.

3. **Prioritize User Stories**

    - The development team and the client work together to identify and prioritize user stories.
    - User stories are brief, simple descriptions of a feature or functionality that a user needs to achieve a specific goal.
    - Examples of user stories for the Demoblaze website may include:
    - As a user, I want to be able to search for products based on keywords so that I can quickly find what I am looking for.
    - As a user, I want to be able to view product details and images so that I can make an informed decision about my purchase.
    - As a user, I want to be able to add items to my cart and complete the checkout process with ease

## 4. Next Steps

- The development team will use the prioritized user stories to create a product backlog.
- The team will then work together to break down each user story into smaller, more manageable tasks and estimate the time and effort required for each task.
- The team will use this information to create a sprint backlog and plan the first sprint.
- The development team will schedule regular sprint reviews and retrospectives to gather feedback and continuously improve the project.