

Team Number <3>
Sprint 2 Retrospective Agenda & Notes

Scrum Master: <Josue>
Note Taker: <Elon>

Reflections on Process, People, and Tools [15 mins]

Each person takes a turn stating their observations and opinions ***without being interrupted.***

- What went well:
 - We had good communication in saying what we've done and where we are having issues and when we submitted pull requests that need to be approved
 - Everybody had a good idea of what we were supposed to be working on and doing
- What didn't go so well:
 - The issues that we ran into require restructuring a large part of the project and we had some trouble with that
 - Lost a bit of communication towards the end of the sprint once everyone got confused
- Ideas for how we could do better next sprint:
 - Address our large issues earlier and more as a team so we all have an idea of where we're going
 - Keep our Zenhub board updated with the changes that we employ

Reflections on Prior retrospective decisions [5 mins]

Bring up your last retrospective document. Consider the planned improvements from the last sprint, and their relative success:

Planned improvement	Did it work?
More explanation for each task on Zenhub	Yes: we had a descriptive how to demo on every card on Zenhub
After each standup, make sure someone takes responsibility for updating the board for what was discussed	We didn't have one person in charge of this but did a better job in updating the board in general
Make sure people update the Zenhub board on their own	Did a better job at updating the board when we started working on something or it became ready for review
Have a quick meeting before the sprint review to make sure everyone is on the same page	No, we didn't have this meeting

Take away lessons from these improvement attempts:

- We should take a look at the previous retrospective document to know what we should improve upon
- The meeting before the sprint review definitely would have been helpful but we forgot to schedule this

Data on Time Estimates and “Waste” [20 mins]:

Per Card (one line per card, calculated from Scrum board):

Team member	Card #	Done?	Hours planned	Hours logged	% inaccurate (+/-) $((l - p) / p) * 100$
Josue	19	Yes	2	5	100%
Josue	46	No	3	5	67%
Josue	16	No	2	3	33%
Josue	59	Yes	2	0	N/A
Mike	45	Yes	2	3	50%
Mike	9	Yes	1	1	0%
Mike	13	No	4	4	0%
Mike	10	No	3	0	N/A
Elon	42	No	3	0	N/A
Elon	59	Yes	2	2	0%
Elon	2	Yes	2	3	50%
Elon	57	Yes	4	6	50%
Lei	15	No	4	0	N/A
Lei	41	Yes	4	5	25%
Lei	20	Yes	1	1	0%
Lei	14	Yes	2	2	0%
Lei	18	Yes	1	1	0%
Isha	6	No	3	2	50%
Isha	50	Yes	4	4	0%
Isha	57	Yes	4	5	25%

Per member (one line per member, calculated from table above):

Team member	Sprint hrs planned for all done tasks	Sprint hrs logged for all done tasks	% inaccurate (+/-)	Sprint hours "wasted"
Elon	8	11	37.5%	0
Isha	11	11	25%	2
Lei	8	9	25%	4
Mike	3	4	33%	4
Josue	9	13	44%	3

Team totals (one line, calculated from table above): 5 mins

Sprint hours planned for done tasks	Sprint hours logged for done tasks	% inaccurate (+/-)	Sprint hours "wasted"
39	48	23%	13

Reflections on Time Estimates and Time Management [5 mins]:

Time problems to consider:

- Spent quite a lot of time on issues that didn't end up getting resolved by the end of the sprint
- Time estimates were a little low for some tasks

Potential Solutions for those problems planned for next sprint:

- Have a better understanding of what we are doing before starting the sprint
- Work together as a team to address the larger issues

Summary / discussion [5 mins]

Overall specific improvements planned for next sprint (at least 2), keeping in mind the results of planned improvements from last sprint:

- Make sure everybody is on the same page and has an understanding of what we are doing before the start of the sprint. We ran into some issues that were pretty unforeseeable but we should keep each other updated on these issues once they do arise.
- Ensure more communication towards the end of the sprint and try to schedule a meeting before the sprint review to plan it out