



Notes

Sep 19, 2025

Atypical - pre-kickoff retro review

Invited Keerthi Kasturi, Claire Alexandre, Dominic Bradley, Muminah Kosemani, Evan Bostrom, Jillian Krebsbach, Diane Choih, Justine Kim, techfleetnetwork@gmail.com, Rohit Ramesh, aTypical Community Project, Junda Yin

Attachments Atypical - pre-kickoff retro review

Meeting records Recording

Summary

The team discussed retro meeting frequency, clarifying that they occur bi-weekly with each sprint, and Diane Choih clarified the "four L's" exercise. Evan Bostrom requested a Discord channel tour, and aTypical Community Project proposed a Discord channel for AI-generated meeting summaries due to time zone challenges. There was a discussion about task clarity, with Evan Bostrom emphasizing concise tasks and Dominic Bradley highlighting the need for clear written instructions due to their disability. Diane Choih suggested distributing meeting logistics responsibilities, and Dominic Bradley proposed a "Mad Libs"-style template for problem statements. The team acknowledged Sprint 1 as a learning phase, with Rohit Ramesh emphasizing finalizing problem statements for the next sprint, and decided to continue working on retro action items asynchronously, aiming to finalize them before their working agreements workshop next week despite resource constraints.

Details

- **Meeting Structure and Cadence** The team discussed the frequency and timing of their retro meetings, clarifying that they occur bi-weekly, coinciding with each

sprint. aTypical Community Project explained that the current meeting was a practice session for the pre-kickoff, reviewing activities like the "four L's" and agile maturity ratings completed during the two weeks of workshops before the official sprint began. Diane Choih noted that the small team size meant fewer sticky notes per section, making it feasible to quickly review and contribute to proposed changes.

- **Clarifying the "Four L's" Exercise** Diane Choih provided clarification on the "four L's" framework, specifically distinguishing between "I laughed" and "I longed for." She explained that "I laughed" refers to missing items that can be addressed immediately, while "I longed for" refers to future improvements not currently within the system. aTypical Community Project suggested setting a timer for individual review of sticky notes, or reading them aloud together, to facilitate discussion.
- **Discord Channel Orientation** Evan Bostrom requested a tour of the Discord channel, noting that they often felt lost in it. Diane Choih offered to provide an orientation session, preferably for multiple people at once, to help expedite the learning process, as the platform can be overwhelming for new users.
- **Communication and Information Sharing** The team identified communication and managing information across different time zones as a significant challenge. aTypical Community Project proposed creating a separate Discord channel for AI-generated meeting summaries, organized by sprint or day, to help team members catch up without having to watch full recordings. Evan Bostrom supported this idea, emphasizing the value of concise summaries for those with limited time.
- **Task Management and Clarity** There was discussion about task clarity and assignment within the self-organizing team structure. Evan Bostrom expressed a need for concise tasks to understand what work needs to be done, while Dominic Bradley highlighted that their disability affects how they process information, making clear, concise written instructions particularly helpful. Justine found summaries of workshop outcomes and necessary tasks helpful, as it allowed team members to self-assign work effectively.
- **Meeting Logistics and Shared Responsibilities** Diane Choih outlined the extensive logistics involved in meetings, including scheduling, hosting, recording, using AI note-takers, and summarizing action items. She suggested distributing these responsibilities among the team to foster ownership and growth. aTypical

Community Project added that issues with logging into the tech fleet email account had limited who could host meetings, impacting recording and other related tasks.

- **Improving Problem Statement Formulation** Dominic Bradley suggested adding a short explanation and a "Mad Libs"-style template to the client intake section for problem statements. This approach would provide guidance on dos and don'ts, helping team members articulate problems more effectively and avoid "word padding". Rohit Ramesh and Justine agreed that clearer problem statements would be beneficial for subsequent sprint planning and overall project understanding.
- **Sprint 1 Progress and Challenges** The team acknowledged that Sprint 1 was a learning phase, focusing on adjustment and onboarding workshops, which might result in delivering less than desired. Rohit Ramesh emphasized the importance of finalizing problem statements to enable progress on epics and the backlog for the next sprint. aTypical Community Project noted that the team would likely continue working on problem statements, personas, empathy maps, and research plans in the coming week.
- **Resource Constraints and Future Outlook** aTypical Community Project mentioned that the team was understaffed in UXR and project management, and that acquiring additional personnel might lead to further onboarding time. Rohit Ramesh acknowledged these challenges but expressed optimism that new team members could be brought up to speed by the end of Sprint 1. The team decided to continue working on retro action items asynchronously and aimed to finalize them before their working agreements workshop next week.

Suggested next steps

- aTypical Community Project will try out creating a Discord section for the AI transcripts for each sprint.
- Dominic Bradley will work on an example for the problem statement formulation.
- Rohit Ramesh will revise some of the problem statements generated.
- The group will work on the retroaction items async and fill them in between now and next Thursday.

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