

20190215 - Sprint 2 Retrospective Meeting Minutes

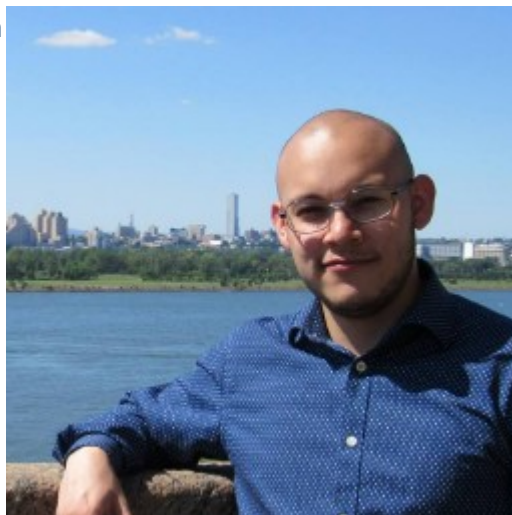
Meeting Info:

ATTENDEES

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Date: 15 Feb 2019

Start time: 12:00PM

End time: 01:00PM

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes. The JIRA issues were challenging and they required quite a bit of research, testing and implementation.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes. We started this sprint knowing that it would take us a lot of time to do the tasks, and we thought we had overestimated the velocity. However, at the end of it, all the issues required almost exactly the same time.
- Did each team member work as scheduled?
 - Yes. We worked as scheduled and kept in frequent contact, to make sure that we were working and to keep us motivated through the sprint.

What went right?

- Our Project Owner was very pleased with the amount of work done and the quality of it. The PO liked the fact that we were able to mimic and adapt to the standards for Miami Dade County.
- We met at least 5 times a week, sometimes more, to discuss about the project and our progress.
- We completed the Sprint successfully.
- As with the first sprint, we organized our time carefully in order to complete every task on time.

How to address the issues in the next sprint?

- How to improve the process?
 - We have to keep meeting daily, keep an open communication with the PO and dedicate at least 30 minutes to 60 minutes a week to communicate with the PO via Skype or Hangouts, and go around the requirements and the needs of the project. That way we will make sure that whatever we design is in accordance to the PO's standards. Therefore, we discussed with our PO to meet more frequently online.
- How to improve the product?
 - As this product will be used in the Miami-Dade County, we need to be very careful with what to implement, and how to implement it. We constantly have to mimic the designs related to MDC, and our PO thinks we have done a good with it. However, there are small details that take quite a lot of time to implement, such as making sure that the website complies with accessibility standards.