



Minutes of Meeting

<b>Project</b>	<b>SE4YH</b>	<b>Date</b>	13.12.2015
	Review Retrospective meeting	<b>Start-end time</b>	20:30 - 21:30
<b>Responsible</b>	Elena	<b>Location /type</b>	MDH/FER

Attended by	Location	Remarks
Nathan	MDH	
Marius	MDH	
Marko	FER	
Eugen	FER	
Diego	MDH	
Elena	MDH	

**1. Topic - Completed tasks**

**CONCLUSION:** The user stories which are completed are 3 from 14 US and the tasks which are completed are 17 from 42 tasks.

**ACTIONS: -**

**RESPONSIBLE:**

**Team**

**2. Topic - Uncompleted tasks**

**CONCLUSION:** The uncompleted tasks after the sprint are 5 task in In Progress status and 11 tasks which are in a QA status

**ACTIONS:**

- everyone should have one task assigned to himself in the beginning of the sprint
- ensure commitment by the team members (by coaching and give daily information on slack)

**RESPONSIBLE:**

**Team**

### 3. Topic - Not-started-at-all tasks

**CONCLUSION:** The tasks which are not started are 6 tasks (in ToDo state)

**ACTIONS:**

- everyone should have one task assigned to himself in the beginning of the sprint
- ensure commitment by the team members (by coaching and give daily information on slack)

**RESPONSIBLE:**

**Team**

### 4. Topic - Review the quality of the current state of the system.

**CONCLUSION:** Some of the main functionalities are implemented. The system is stable with working server and android application.

**ACTIONS:**

- Give daily status information on slack

**RESPONSIBLE:**

**Team**

### 5. Topic - Review team effort and individual efforts - hours invested and difference between the declared and the real ones

**CONCLUSION:** Time engagement by team member for the whole sprint is presented by Jira timesheet and by Week Report Status.

Time Sheet																
Summary for group(s) @any and project(s) SE4YH (Details)																
	Sun 29/Nov	Mon 30/Nov	Tue 1/Dec	Wed 2/Dec	Thu 3/Dec	Fri 4/Dec	Sat 5/Dec	Sun 6/Dec	Mon 7/Dec	Tue 8/Dec	Wed 9/Dec	Thu 10/Dec	Fri 11/Dec	Sat 12/Dec	Tot	
Diego Limones											1h		2.5h		3.5h	
Elena Kyorova		5h		2h		1.167h							8.333h		16.5h	
Eugen Druzin [Administrator]			0.583h	3h	1.5h	0.333h					4.333h	0.167h	6.583h		16.5h	
Marius Schlinke		0.25h			5.083h		5h	6.333h	4.5h		15.5h	0.417h	1h		38.083h	
Marko Vojic		0.5h	2h				3h	2.5h	1h		3.667h	1h	9h		22.667h	
Nathan Chape											2.5h		3h		5.5h	
<b>Total:</b>		5.75h	2.583h	5h	6.583h	1.5h	8h	8.833h	5.5h		27h	1.583h	30.417h		102.75h	

	W49	W50
Marius Schlinke	14	24
Ondrej Kollar	11	0,5
Eugen Družin	7.5	13,6
Elena Kyorova	10,2	9,33
Diego Limones	12.5	6
Marko Vojić	8	17,17

Nathan Chape	1	9
Total:	57.2	78.6

**ACTIONS:**

- Log hours when coaching and researching for new technologies
- Give daily status information on slack

**RESPONSIBLE:**

**Team**

**6. Topic** - What should the team start doing? What should the team stop doing? What should the team continue doing? What should the team continue doing more? What should the team continue doing less?

**CONCLUSION:** .

**ACTIONS:**

**Start doing:**

- Everyone should have one task assigned to himself in the beginning of the sprint
- Ensure commitment by the team members (by coaching and give daily information on slack)

**Stop doing:**

**More doing:**

- Coaching
- Invest more time
- Be on time with reports
- Daily updates on Slack

**Keep doing:**

- documentation, especially acceptance test plan (MS)

**Less doing:**

**RESPONSIBLE:**

**Team**

**7. Topic** - How the team is going to implement needed changes for the next sprint?

**CONCLUSION:**

**ACTIONS:** Performing the actions that are described in this document

**RESPONSIBLE:**