



Minutes of Meeting

<b>Project</b>	<b>SE4YH</b>		14.1.2015
	Review Retrospective meeting	<b>Start-end time</b>	21:00 - 22:00
<b>Responsible</b>	Elena	<b>Location /type</b>	MDH/FER

<b>Attended by</b>	<b>Location</b>	<b>Remarks</b>
Nathan	MDH	
Marius	MDH	
Marko	FER	
Eugen	FER	
Elena	MDH	

**1. Topic - Completed tasks**

**CONCLUSION:** The user stories which are completed are 13 from 14 US and the tasks which are completed are 38 from 41 tasks.

**ACTIONS: -**

**RESPONSIBLE:**

**Team**

**2. Topic - Uncompleted tasks**

**CONCLUSION:** The uncompleted tasks after the sprint are 1 task in In Progress status.

**ACTIONS:**

**RESPONSIBLE:**

**Team**

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

**CONCLUSION:** The tasks which are not started are 2 tasks (in ToDo state)

**ACTIONS:**

**RESPONSIBLE:**

## Team

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

**CONCLUSION:** -

**ACTIONS:**

**RESPONSIBLE:**

**Team**

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

**CONCLUSION:**

	W1	W2
Marius Schlinke	11,5	15
Ondrej Kollar	0	0
Eugen Družin	16	32,67
Elena Kyorova	10,5	16
Diego Limones	0	0
Marko Vojić	11	30,5
Nathan Chape	5	9
Total:	54	103,17

**ACTIONS:**

**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:**

**Start doing:**

- Improve language writing skills (English)

**Stop doing:**

**More doing:**

- daily communication with team members
- be aware of team members status (MV, EK, MS)

**Keep doing:**

- coaching (MS)
- invest more time
- meeting for discussions for architecture

**Less doing:**

**ACTIONS:**

**RESPONSIBLE:**

**Team**

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

**CONCLUSION:**

**ACTIONS:** Following the actions that are described in this document.

**RESPONSIBLE:**

**Team**