



Minutes of Meeting

Project	SE4YH		28.12.2015
	Review Retrospective meeting	Start-end time	19:45 - 20:15
Responsible	Elena	Location /type	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 5 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 11 task in In Progress status and 3 tasks which are in a QA status

ACTIONS:

- Daily meetings via slack at specific time
- Be aware of the other team members status
- Meeting for discussions (architecture/technologies)

RESPONSIBLE:

Team

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

CONCLUSION: The tasks which are not started are 17 tasks (in ToDo state)

ACTIONS: The same as Topic 2

RESPONSIBLE:

Team

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

CONCLUSION: Because of the Christmas holidays, the system doesn't have implemented many new functionalities, but both the client and the server parts are stable, some unexpected issues are fixed.

ACTIONS: The same as Topic 2

RESPONSIBLE:

Team

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

CONCLUSION:

Time Sheet																
Summary for group(s) @any and project(s) SE4YH (Details)																
	Tue 15/Dec	Wed 16/Dec	Thu 17/Dec	Fri 18/Dec	Sat 19/Dec	Sun 20/Dec	Mon 21/Dec	Tue 22/Dec	Wed 23/Dec	Thu 24/Dec	Fri 25/Dec	Sat 26/Dec	Sun 27/Dec	Mon 28/Dec	Tot	
Elena Kyorova	3h							1h	2.75h			8h	3h		17.75h	
Eugen Druzin [Administrator]	3h	5.75h	0.75h		2h	4.5h	1.167h						2.667h		19.833h	
Marius Schlinke	2.5h		4h	2.5h	1.5h			2h					4h		16.5h	
Marko Vojic						6h							6h		12h	
Nathan Chape					1h										1h	
Total:	8.5h	5.75h	4.75h	2.5h	4.5h	10.5h	1.167h	3h	2.75h			8h	15.667h		67.083h	

	W51	W52
Marius Schlinke	14	7,5
Ondrej Kollar	3	0
Eugen Družin	21,5	5,5
Elena Kyorova	7	13,25
Diego Limones	6	1
Marko Vojić	14	9,5
Nathan Chape	8	4,5
Total:	73.5	41,25

ACTIONS:

- Log hours when coaching and researching for new technologies
- Daily meetings via slack at specific time

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:

- daily communication with team members during sprint (MV)

Stop doing:

More doing:

- coaching (MS)
- meetings for discussion (e.g. architecture / technology...) (MS, EK)
- be aware of team members status (MV, EK, MS)

Keep doing:

- keeping the same SC

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