



Minutes of Meeting

<b>Project</b>	<b>SE4YH</b>	<b>Date</b>	29.11.2015
	Review Retrospective meeting	<b>Start-end time</b>	20:00 - 21:00
<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 8 US and the tasks which are completed are 29 from 42 tasks.

**ACTIONS:** In order to complete more tasks, we have to:

- Assign the tasks to specific people
- Start working from the beginning of the sprint

**RESPONSIBLE:**

**Team**

**2. Topic - Uncompleted tasks**

**CONCLUSION:** The uncompleted tasks after the sprint are 3 task in In Progress status and 3 task which is in a QA status

**ACTIONS:** In order to complete more tasks we should do the actions pointed in Topic 2 and improve the communication between team members.

**RESPONSIBLE:**

**Team**

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

**CONCLUSION:** The tasks which are not started are 7 tasks (in ToDo status)

**ACTIONS:** The same as in Topic 1 and 2

**RESPONSIBLE:**

**Team**

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

**CONCLUSION:** We have a stable system, we have a working Android Application with set up OpenHab environment and working database and server.

**ACTIONS:**

- More engagement from the team members
- Deep research on openHab devices
- 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 and by Week Report Status. Some of team members have invested much more time than initially declared and some of them not.

**ACTIONS:**

- Assign tasks to DIRECTLY to team members
- Log efforts on building documents
- 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:**

We are not that bad but we can be better.

**ACTIONS:**

Start doing: Deep research on OpenHab, Make a calendar with all the meetings, Assign some tickets directly after sprints, Start earlier to work on tasks

Stop doing: Making people fall in love with Laravel :), Saving all the work for the last day

More doing: Coaching, Write documentation (Mock-ups) before implementing, Daily status information on Slack

Keep doing: Keep Elena as a Scrum Master

Less doing: - :)

**RESPONSIBLE:**

Calendar - **Elena**

The love part - **Marko**

Team

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

**CONCLUSION:**

**ACTIONS:**

- We will work harder
- We will try to get everyone involved in the process
- We will do everything which is described in this document

**RESPONSIBLE:**

**Team**