Team 07

Retrospective Items and Action Items:

1) A good thing is that we held team meetings according to team members and clients' needs nearly every week during the past phases. We discussed topics such as the design, implementation progress of the website. However, in order to have better communication, we need to set more detailed meeting agendas and have better time management during the meeting.

Through our retrospective meeting, we have decided to set a regular weekly meeting time for all members. If other meetings like code walkthrough/review are necessary, we will set the meeting at least 24 hours in advance so that everyone can schedule for the meeting to make sure they will not miss or show up late to the meeting.

2) We assigned tasks to each person rather for the website implementation or the team assignments. However, it is difficult to keep track of the progress made by team members.

We will improve this by having everyone be more active on the Trello board. For instance, updating task assignments, due date, and notes on progress every two days. This will improve our efficiency in the next 5 weeks.

3) Currently we have made sure our features are working properly by manually going through the feature capabilities. The negative of manually testing is we may miss some corner cases and need to check the features for different web browsers.

After discussion, we have decided to do research and use different testing tools and testing strategies that can accelerate our testing process.