Team Retrospective  
Team 08 - Nuleep

Team action items for the following 5 weeks -

1. **Pairing up team members and pair programming**
   
   A fundamental problem with the team’s process was brought to the forefront during the ARB review. The problem was that each team member was responsible for their deliverables and there was no system in place to verify the work done by individual team members. To combat this problem, the team decided to pair up team members so that the members in each team can verify their partner’s work and identify any shortcomings that may have missed the eye of the creator. This process is also being forwarded to the development process where members are pairing up to complete features.

2. **Let the team know of your progress with via Slack or other form of communication**
   
   The team has decided to have daily scrum meetings at 2000 hours, so that each team member can let the others know of the task performed the previous day, any roadblocks encountered and the tasks to be completed the next day. If a member cannot make it to these daily meetings, they can always let the team know of their progress via Slack or other forms of communication, like email, in extreme circumstances.

3. **Simulate an office setting**
   
   The purpose of this action item is to encourage team members to be available at similar times to boost collaboration and productivity. This may not always be possible due to the different schedules of each team member, but it is definitely something that the team will try a couple of times.

4. **Daily check-ins with the dev team and offer assistance**
   
   This involves the non-development team constantly checking-in with the development team to offer assistance, continue from where another team member left off due to unforeseen circumstances and the like. This will speed up development time and would allow the team to pump out as many features as we can in this abridged time frame.