Spitfire - Retrospective / Action Plan

Action Plan	Notes
Sprint 66-67 Retro Board	
☐ **@Team** API tests should be part of acceptance criteria of the stories. API tests should be split into a separate story only if the story is too big and implementation takes about 8 SPs.	
☑ **@Team** should feel free to add any spikes/investigations they need to the backlog.	Ongoing. Improvements confirmed while Sprint 68-69.
Sprint 62-63 Retro Board	
☑ **Victoria Rabykina** to add some hints to Confluence to remind about required fields in Jira.	Spitfire - Jira Hints was added.
☐ **@Team** to be more active on Retro and share their likes and dislikes. Retro cards can be added beforehand during the sprint. Retro board should be available and the link shared in daily Standup notes.	
Sprint 60-61 Retro Board	
☑ Victoria Rabykina Reserve some time while planning in case any additional activities are planned for team-members outside Spitfire team or any additional meetings/discussion to be scheduled for some members.	Ongoing. Planning was adjusted to include time required for work outside the team.
☑ Sobha Duvvuri Carole Godfrey Find out allocation to FSE vs Spitfire if possible to plan accordingly.	Ongoing.
Sprint 58-59 Retro Board	
☑ **@Team** to communicate more in Slack and make sure the outcomes of any off-line discussions are shared to the whole team. Add details to Jira/spreadsheet to share and mention on Standups.	Ongoing Improvements confirmed by the team based on Sprints 60-61.
☑ **Khalilah Gambrell** and **@Team** to make sure stories are ready for grooming before the meeting and all details are added.	Ongoing. Improvements confirmed while Sprint 60-68.
☐ **Victoria Rabykina** and **@Team** to make sure the stories are conforming to DoR when taken into sprint.	
☑ **@Team** to switch back to joint Standups as we are now working on features requiring close cooperation between back-end and front-end.	Joint Standups are started mid Sprint 60.
☐ **@Team** Run API tests after changes applied.	
Sprint 56-57 Retro Board	

☐ **@Team** For further discussion: standardized backend API across FOLIO modules	
☐ Khalilah Gambrell to keep working on requirements for spikes to get them well defined.	
Sprint 55 Retro Board	
☑ Igor Godlevskyi, Dmytro Tkachenko to make sure a JIRA is always created for a change to RMB module.	Ongoing. Confirmed while Sprint 56-68.
☑ **@Team** Get more information related to the future plans and expectations for some features to make investigations of Spikes more efficient.	Ongoing. Improvements confirmed upon Sprint 56-62.
Sprint 54 Retro Board	
☐ Carole Godfrey, Natalia Zaitseva to discuss with JohnM any available approaches of Jenkins pipeline run for JMeter tests related to java module. Details: to verify test results on the freshly vagrant box we would like to have the ability to run tests via Jenkins.	FOLIO-1703 was added to Core:Platform team backlog. (not a blocker for now)
☑ Khalilah Gambrell to organize meetings or share info to the team on Standups to provide some details on future work, so that the whole team can understand the high-level roadmap.	Ongoing. High-level Spitfire - Roadmap was added to confluence to visualize the team's focus. Meetings were organized by Khalilah to review Q2 features, preliminary Q2 plan and high-level estimates.
Sprint 53 Retro Board	
☑ Victoria Rabykina and Team to make sure that Bugs are linked to the original stories (when possible).	Ongoing. Improvements confirmed while Sprint 54-68.
☑ Khalilah Gambrell, Igor Godlevskyi should make sure that stripes related stories are reviewed and discussed on stripes arch meetings prior reviewing on Front-end Backlog Grooming, so that all the requirements are clarified.	Work in progress. Stripes meetings are very helpful as per the team's feedback.
Sprint 52 Retro Board	
☑ Khalilah Gambrell to work with other Ebsco POs and Tech Leads to work out some recommendations on Branching approach while delivering releases and get the info added to wiki pages.	Recommendations are summed up on Confluence at Regular Releases.
☑ **@Team** should try to split PRs (if reasonable) to make reviews easier and quicker.	Improvements achieved as per the team's feedback.
☑ Dmytro Tkachenko, Igor Godlevskyi, Sobha Duvvuri, Carole Godfrey and @Team should try to speed up PR reviews, so that updates can be added asap if required and to avoid a lot of switching between new tasks and updating PRs.	Improvements achieved as per the team's feedback.

☑ Dmytro Tkachenko, Igor Godlevskyi to check with different repo owners if they are OK to have a rule of two approves for merging. If some of them are, potentially it can be adjusted.	The rule of two approves is followed within the team. There are still some issues like those within external teams, but it is hard to impose new ruled there.
Sprint 51 Retro Board	
☑ Khalilah Gambrell, Sobha Duvvuri, Igor Godlevskyi, Dmytro Tkachenko Make sure that requirements are clear and finalized. We should avoid adding additional requirements while story is in progress as it makes our estimates and planning invalid.	Ongoing.
☑ Dmytro Tkachenko, Igor Godlevskyi, Sobha Duvvuri Make merging rules more strict - e.g. make at least two approves to merge.	This approach is followed by Spitfire team-members, but cannot be imposed for all repo that are owned by different teams.
☑ Khalilah Gambrell Organize eHoldings overview session to review business logic.	Done
Sprint 49 Retro Board	
☑ The team should communicate more in #spitfire channel rather than via private chats, so that the others can get some info about issues, resolutions, etc.	Ongoing.
☑ Victoria Rabykina Organize regular Reviews/Demos, so that the team can share knowledge on the tasks implemented.	Done.
☑ Victoria Rabykina Improve Backlog Health: organize regular Grooming meetings to identify inter-dependencies between the stories before planning and prioritize work in a better way.	Regular Groomings scheduled for Wednesdays. Additional pre-grooming for Stripes Force backlog is scheduled for Tuesdays.
☑ Victoria Rabykina Improve Planning Process: use regular Groomings and Sprint Reviews to better understand the dependencies, spillovers and estimates for proper plannings.	Sprint results are rather stable across Sprints 51-53
☑ Igor Godlevskyi Chase Matt about up-to-date documentation for platform setup.	Done