

Cycle Postmortem

<i>Cycle: 3</i>	<i>Start:03/02</i>	<i>End:03/16</i>	
<i>Action Items (time)</i>	<i>Team Member</i>	<i>Completion</i>	<i>Comments</i>
See Task Tracker			
<i>Comments:</i>			
<i>Positive</i>	~90% of high-priority tasks are finished.		
<i>Negative</i>	People were very tired. Nams did not get agendas. Goals have to be achievable. Too many tasks. Too short of phase. Bad time estimation.		
<i>Process Improvement</i>	<i>Changes</i>		
Agenda	Add names to mail list		
Meetings	Sunday meeting – at 10:00		
Planning	Change priority grading to 1-5 style.		
	Reduce total estimation for tasks per person to 20 hours for cycle.		
	Revised estimates are expected by first Saturday (for tasks initially ≥ 2 hrs)		