

Sprint Retrospective Meeting Minutes

Attendees: Emre, Juan, David, Carlos, Henry

Start time: 12:16 pm

End time: 1:27 pm

What went wrong?

- Did we do a good job estimating our team's velocity?

Yes. The team's velocity estimate was mostly accurate and we completed nearly all of the planned work for the sprint. A small amount of delay occurred due to longer review cycles and some unexpected configuration and setup tasks.

- Did we do a good job estimating the points (time required) for each user story?

Yes. The estimates for smaller and more straightforward user stories were accurate. However, stories that required coordination across multiple features took more time than expected. For future sprints, the team should include a small buffer and confirm acceptance criteria earlier to improve estimation.

- Did each team member work as scheduled?

Yes. A few scheduling conflicts occurred, but the team communicated early and redistributed tasks when needed. This helped the team remain on track and meet sprint commitments.

What went right?

The team demonstrated strong collaboration and clear communication throughout the sprint. Team members supported one another, stayed engaged, and maintained focus on sprint goals. All committed user stories were completed with good quality.

How to address the issues in the next sprint?

- How to improve the process?

The team should continue using short and regular check-in meetings, identify blockers earlier, and document key lessons learned at the end of each sprint. This will help improve planning accuracy and reduce small inefficiencies.

- How to improve the product?

The team should gather feedback earlier in the development process and increase testing

before merging changes. Earlier validation and more proactive testing will help improve product stability and prevent issues in future releases.