

Sprint Retrospective Meeting Minutes

Attendees: Emre, Juan, David, Carlos, Henry

Start time: 3:22 pm

End time: 4:56 pm

What went wrong?

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

Yes, for the most part. The team's velocity estimate was accurate enough for the sprint, and we were able to complete the planned work. Some tasks, especially review items and small setup details, took a little longer than expected, but the estimate still matched the team's overall capacity pretty well.

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

Overall, yes. The point estimates were solid for the stories that had a clear scope and straightforward requirements. A few tasks required more coordination and testing than expected, so defining acceptance criteria earlier would help make future estimates even more accurate.

- Did each team member work as scheduled?

Yes. Each team member stayed involved and contributed to the sprint. There were a few minor scheduling issues, but the team communicated well, adjusted responsibilities when needed, and kept the work moving forward.

What went right?

A lot went well during this sprint. The team communicated clearly, stayed organized, and remained focused on completing the sprint goals. Everyone contributed to their assigned stories, helped each other when needed, and kept the sprint productive from beginning to end.

How to address the issues in the next sprint?

- How to improve the process?

The team can improve the process by continuing regular check-ins and making sure blockers are brought up earlier. It would also help to review progress more consistently during the sprint instead of waiting until the end, so small issues do not slow down the final work.

- How to improve the product?

The product can improve by collecting feedback earlier and testing features more thoroughly before final review. This would help the team catch bugs, improve usability, and make sure each feature feels complete before it is presented.