

Sprint Retrospective Meeting Minutes

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Start time: 5:00 PM

End time: 5:45 PM

What went wrong?

- Daily standups occasionally ran over the 30-minute time limit.

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

Yes. The team's velocity was slightly lower than planned (15 story points completed vs. 20 estimated), but this was due to two user stories requiring additional refinement rather than poor estimation. The actual work completed matched expectations.

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

Yes. Story point estimates were generally accurate. The two user stories moved to the next sprint had their scope expanded during development based on product owner feedback, which was appropriate.

Did each team member work as scheduled?

Yes. All team members maintained consistent 2-hour daily work commitments, collaborated effectively, and contributed equally to the sprint's success.

What went right?

- The team collaborated effectively and maintained strong communication throughout the sprint.
- GitHub repository setup and team access configuration were executed flawlessly.
- Documentation quality exceeded expectations with comprehensive README and contributing guidelines.
- Code scaffolding for risk engine and logging systems provides solid foundation for future work.
- Product owner was satisfied with the quality and thoroughness of completed work.

How to address the issues in the next sprint?

- Enforce stricter time management during daily standups - set a timer and keep updates concise.
- Continue the practice of clarifying requirements early to avoid scope expansion mid-sprint.
- Maintain proactive communication to stay ahead of potential blockers.

How to improve the process?

- Maintain focused, time-efficient standups by preparing updates before the meeting.
- Continue breaking down user stories into clear, manageable tasks.
- Enhance sprint planning by ensuring acceptance criteria are clearly defined upfront.

How to improve the product?

- Complete User Stories 9 and 10 with the additional requirements in the next sprint.
- Begin integration testing between backend components as more features are developed.
- Ensure GPS data models are thoroughly tested with edge cases before moving forward.