

Sprint Retrospective Meeting Minutes #1:

Project: RAG Chatbot for Single Object: Proof of Concept

Attendees: <Jessica Orozco, Angel Feliciano, Samantha Lezama, John M. Espinal, Guilherme P. Cardoso>

Start time: <7:00 pm>

End time: <7:30 pm>

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes, we did.
- Did each team member work as scheduled?
 - Everyone completed work as scheduled.

What went right?

- Good team communication and collaboration.
- Great team effort and work ethic.

How to address the issues in the next sprint?

- How to improve the process?
 - We can improve structure/organization by following a project timeline.
- How to improve the product?
 - We could implement bilingual/multilingual support for our RAG chatbot to make it more accessible to users.

Sprint Retrospective Meeting Minutes #2:

Project: RAG Chatbot for Single Object: Proof of Concept

Attendees: <Jessica Orozco, Angel Feliciano, Samantha Lezama, John M. Espinal, Guilherme P. Cardoso>

Start time: <7:00 pm>

End time: <7:30 pm>

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes, we did.
- Did each team member work as scheduled?
 - Everyone completed work as scheduled.

What went right?

- Great team communication and collaboration as always.
- Great team effort and work ethic.

How to address the issues in the next sprint?

- How to improve the process?
 - Start working on the LLM and database as soon as we can, so it is easier to implement later
- How to improve the product?
 - We could implement a nav bar to make it easier for users to navigate the website.

Sprint Retrospective Meeting Minutes #3:

Project: RAG Chatbot for Single Object: Proof of Concept

Attendees: <Jessica Orozco, Angel Feliciano, Samantha Lezama, John M. Espinal, Guilherme P. Cardoso>

Start time: <5:30 pm>

End time: <6:00 pm>

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes.
- Did each team member work as scheduled?
 - Everyone completed their work as scheduled.

What went right?

- Really great team communication, collaboration, and effort as usual.

How to address the issues in the next sprint?

- How to improve the process?
 - Finish working on the LLM and vector database as soon as possible, so it is easier to implement the chatting.
- How to improve the product?
 - Focus on improving the camera and panel features.

Sprint Retrospective Meeting Minutes #4:

Project: RAG Chatbot for Single Object: Proof of Concept

Attendees: <Jessica Orozco, Angel Feliciano, Samantha Lezama, John M. Espinal, Guilherme P. Cardoso>

Start time: <5:30 pm>

End time: <6:00 pm>

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes.
- Did each team member work as scheduled?
 - Everyone completed their work as scheduled.

What went right?

- Really great team communication, collaboration, and effort as usual.

How to address the issues in the next sprint?

- How to improve the process?
 - Continue to focus on the LLM and vector database to complete it as soon as possible.
- How to improve the product?
 - Keep looking into accessibility options.

Sprint Retrospective Meeting Minutes #5:

Project: RAG Chatbot for Single Object: Proof of Concept

Attendees: <Jessica Orozco, Angel Feliciano, Samantha Lezama, John M. Espinal, Guilherme P. Cardoso>

Start time: <5:30 pm>

End time: <6:00 pm>

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes.
- Did each team member work as scheduled?
 - Everyone completed their work as scheduled.

What went right?

- Really great team communication, collaboration, and effort as usual.

How to address the issues in the next sprint?

- How to improve the process?
 - Keep focusing on the vector database and LLM integration to improve the chatbot.
- How to improve the product?
 - Continue working on the LLM base prompt and accessibility options.

Sprint Retrospective Meeting Minutes #6:

Project: RAG Chatbot for Single Object: Proof of Concept

Attendees: <Jessica Orozco, Angel Feliciano, Samantha Lezama, John M. Espinal, Guilherme P. Cardoso>

Start time: <5:30 pm>

End time: <6:00 pm>

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes.
- Did each team member work as scheduled?
 - Everyone completed their work as scheduled.

What went right?

- Really great team communication, collaboration, and effort as usual.

How to address the issues in the next sprint?

- How to improve the process?
 - Write a to-do list to organize all final deliverables and their timelines.
- How to improve the product?
 - Fine-tune the vector database and the LLM model to improve the chatbot's performance and responses.