

Sprint Retrospective Meeting Minutes:

Date: 2/22/2026

Attendees: Max Gleiberman, Julian Hernandez, Nathan Mahabeer, Elizabeth Hechavarria

Start time: 5:30pm

End time: 6:00pm

1. Sprint Goals Review

- **User Story #5: Completed** — Full risk assessment finalized, documentation completed, and detection rule mappings properly documented.
- All sprint stories are now complete.

2. What Went Well

- Risk assessment documentation was completed with clearly defined threat models, risk ratings, and mitigation strategies.
- Detection rules and dashboards were fully mapped and documented for traceability.
- SIEM dashboards remained accurate and stable after final validation.
- Strong collaboration during documentation finalization and peer review.
- Improved efficiency in aligning technical configurations with formal documentation requirements.

3. Challenges / What Went Wrong

- Formatting and structuring documentation required additional refinement to meet project standards.
- Aligning risk assessment language with technical SIEM configurations required cross-verification.
- Time management between technical validation and documentation writing needed tighter coordination.

4. Action Items / Improvements

- Begin planning and design for the project poster.
- Assign clear sections and ownership for poster development (architecture, risk assessment, SIEM dashboards, results).
- Create a visual summary of dashboards and detection logic for presentation purposes.
- Conduct internal review of poster draft before submission.

5. Team Performance

- **Strengths:** Strong collaboration, successful completion of all technical and documentation requirements, improved alignment between implementation and formal reporting.
- **Improvements:** Enhance documentation efficiency earlier in the sprint cycle and begin presentation materials sooner in future sprints.

6. Previous Retrospective Issues

- Noise issues from advanced detection logic fully resolved.
- Dashboard accuracy and formatting issues fully addressed.
- Documentation delays improved compared to previous sprint.