

Sprint Retrospective Meeting Minutes:

Date: 3/15/2026

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

Start time: 5:30pm

End time: 6:00pm

1. Sprint Goals Review

- **User Story #6: In Progress** — Project poster development has started, including initial template setup and content assignment.

2. What Went Well

- Poster development planning and section assignments have been initiated with clear ownership.
- Strong collaboration among team members for content drafting and visuals.
- Initial visuals and diagrams are being created to summarize dashboards, risk assessment, and architecture.

3. Challenges / What Went Wrong

- Poster content and visuals are still being refined; integration of technical diagrams is ongoing.
- Time management between drafting content, designing visuals, and formatting requires tighter coordination.
- Aligning technical details with concise, visually clear presentation format is still in progress.

4. Action Items / Improvements

- Continue planning and design for the project poster.
- Progress on assigned poster sections (architecture, risk assessment, SIEM dashboards, results).

- Develop visual summaries of dashboards and detection logic for presentation purposes.
- Conduct internal review of poster draft before submission.

5. Team Performance

- **Strengths:** Strong collaboration and initiative in starting poster development; clear section ownership.
- **Improvements:** Enhance time allocation for content creation vs. visual integration and start poster drafts earlier in future sprints.

6. Previous Retrospective Issues

- None relevant; all previous sprint issues are resolved.