

Sprint Retrospective Meeting Minutes:

Date: 3/29/2026

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

Start time: 5:30pm

End time: 6:00pm

1. Sprint Goals Review

- **User Story #6: Completed** — Project poster has been finalized, including all required sections such as architecture, risk assessment, SIEM dashboards, and results. Visuals and formatting were completed and reviewed.

2. What Went Well

- Successfully completed the project poster with all required sections and visuals.
- Strong collaboration across team members with clear ownership of sections.
- Effective integration of technical diagrams and dashboard visuals into a clean, professional format.
- Improved coordination in final stages to meet completion goals on time.

3. Challenges / What Went Wrong

- Time management during earlier phases could have been better to reduce last-minute integration work.
- Balancing technical depth with visual clarity required multiple revisions.
- Some delays occurred while aligning formatting and design consistency across sections.

4. Action Items / Improvements

- Begin work on **User Story #7: Project Description Form and Website**.
- Assign responsibilities for:
 - Project description write-up
 - Website content and structure
 - Intro and demo video planning and scripting
- Start earlier on content drafting to allow more time for refinement and polish.
- Establish clear deadlines for video production and website completion.

5. Team Performance

- **Strengths:** Strong teamwork and communication throughout poster completion.
- Clear ownership and accountability for deliverables.
- Ability to finalize a polished, professional product.
- **Improvements:** Improve early-stage planning and time allocation.
- Reduce reliance on last-minute revisions by starting earlier.

6. Previous Retrospective Issues

- Improved time management compared to previous sprint, though still room for further optimization.