

Sprint Retrospective Meeting Minutes:

Date: 4/12/2026

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

Start time: 5:30pm

End time: 6:00pm

1. Sprint Goals Review

- **User Story #7: Completed** — Project Description Form and Website has been fully finalized, including project description form, website content, intro video, and demo video. All deliverables are publicly accessible and professionally presented.

2. What Went Well

- Successfully delivered all User Story #7 deliverables on time and to a professional standard.
- Clear task ownership (write-up, website, video scripting) reduced confusion and overlap.
- Website and videos maintain strong visual and narrative consistency.
- Team communication and coordination remained strong throughout the sprint.

3. Challenges / What Went Wrong

- Video production required more iteration than anticipated — scripting and recording took longer than expected.
- Aligning visual consistency across website and videos required additional review cycles.
- Time pressure during video editing limited opportunity for thorough quality checks.

4. Action Items / Improvements

- Prepare for the Senior Design Showcase at the Ocean Bank Convocation Center (OBCC).
- Arrive between 9:00 am – noon for poster/demo drop-off; setup must be complete by 12:30 pm.
- Rehearse presentation and talking points for the 1:00 – 4:00 pm judging window.

- Fully charge all electronics before arrival — no power at exhibit tables; bring portable chargers.
- Bring lunch tickets for pizza served 11:30 am – 12:30 pm in Room 119.
- Dress code: business casual or professional attire; comfortable shoes recommended.
- Remove all posters and demo materials from the arena by 5:30 pm.

5. Team Performance

- **Strengths:** Consistent teamwork and accountability across all deliverables. Strong ability to produce polished, professional output.
- **Improvements:** Assign a day-of point person to coordinate showcase logistics. Continue starting content-heavy tasks earlier.

6. Previous Retrospective Issues

- Time management improved compared to the previous sprint — deliverables completed without significant last-minute crunch.
- Early-stage content drafting was adopted more effectively, reducing revision cycles.