

Sprint Retrospective Meeting Minutes

Attendees: Monisha Kummari, Gabriel Xirinachs, Chloe Lindsay, Maria Vega Gonzalez, Jabbar Morla

Start time: 4:30 PM

End time: 5:00 PM

What went wrong?

Feature engineering and model tuning required additional coordination to maintain consistency across preprocessing and evaluation steps. Small feature changes led to subtle performance variations that required extra validation.

- Did we do a good job estimating our team's velocity?
 - Yes. Majority of the planned work was completed and one partially completed story was appropriately deferred.
- Did we do a good job estimating the points (time required) for each user story?
 - Mostly, yes.
- Did each team member work as scheduled?
 - Yes, all team members actively contributed to their assigned responsibilities and participated consistently in daily scrums.

What went right?

- Project scope and success metrics were finalized early enough to guide model evaluation
- Both baseline and Random Forest models were successfully trained and evaluated
- Model comparison produced clear insights to inform primary model selection

How to address the issues in the next sprint?

Finalize remaining feature engineering refinements early in the sprint to prevent downstream inconsistencies. Lock preprocessing and feature sets before deeper backend integration.

- How to improve the process?
 - Introduce earlier checkpoints for feature and preprocessing changes.
 - Improve documentation synchronization between modeling and evaluation efforts.
- How to improve the product?
 - Begin integrating the selected model into a backend service.
 - Focus on preparing the system for API-based inference and future frontend interaction.