

Sprint Retrospective Meeting Minutes

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

Start time: 3:40 PM

End time: 4:10 PM

What went wrong?

Data cleaning and preprocessing required more time than initially expected due to dataset complexity and class imbalance considerations.

- Did we do a good job estimating our team's velocity?
 - Partially since only 3 out of 5 stories were fully completed during the sprint.
- 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?

- Repository setup and dataset confirmation were completed early
- Exploratory analysis provided clear insights that will guide modeling decisions

How to address the issues in the next sprint?

Allocate more time for technically complex tasks such as preprocessing and imbalance handling. Finalize success metrics earlier to better guide downstream development

- How to improve the process?
 - Break large technical tasks into smaller, more measurable user stories
 - Improve early alignment between preprocessing decisions and modeling goals
- How to improve the product?
 - Focus on building a reproducible preprocessing pipeline
 - Begin integrating model development earlier to validate assumptions sooner