

Sprint Retrospective Meeting Minutes

Attendees: Aykhan Pashayev, Charlie Iglesias, Cheng Zhang, Alex Linghay Eng, Nicolas Su Nobrega

Start Time: 5:00 PM EST

End Time: 5:30 PM EST

Meeting Notes:

As a team, we reflected on the previous Sprint and discussed what each person contributed, what worked well, and what did not go according to plan. We reviewed both completed and incomplete user stories and identified concrete improvements for the next Sprint. The discussion focused on

What went Right:

- The team members completed their assigned work tasks during this Sprint while showing better communication than what we had in the previous cycle.
- We were able to finish most of the planned tasks on time.
- The team achieved improved workflow efficiency because all members understood their individual duties.

What went Wrong:

- The team faced delays because team members started their work on tasks before they completed their initial coordination process.
- The team failed to finish multiple user stories because they were unable to identify which team member should take responsibility for them.
- The team faced delays because team members failed to maintain their documents and they did not share their work progress as planned.

How to Address Issues:

- The team needs to hold short weekly meetings which will help them stay focused on their shared objectives.
- The team needs to define task responsibilities at the start of every Sprint cycle.
- The team needs to keep up continuous communication throughout the process because members need help when they encounter problems.

