

Sprint Retrospective Meeting Minutes

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

Start Time: 6:50 PM EST

End Time: 7:25 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:

- Team members completed their assigned tasks during this Sprint while having great communication with each other.
- The team was able to finish most of the planned tasks for the week.
- CloudTrail logs were successfully parsed and normalized, providing a solid foundation for analysis.

What went Wrong:

- Some tasks took longer than expected, affecting sprint scope for front-end work.
- The dashboard work portion of the project has been slowed down
- Certain CloudTrail logs had unexpected fields or missing information, slowing feature extraction.

How to Address Issues:

- Break larger stories into smaller subtasks with clearer acceptance criteria to better track time and progress.
- More research of what is needed in the dashboard and how to implement these elements is needed
- Create a checklist to handle all expected log formats before feature extraction.