

Sprint 1 Retrospective Meeting Minutes

Project: Security Awareness Training Simulator (PWA)

Sprint: 1

Date: September 12, 2025

Start time: 2:00 P.M.

End time: 3:00 P.M.

Attendees:

- Isis Gomez (*Product Owner*)
- Manuel Conrad
- Michael Novas
- Kirei Hausheer
- Joaquin Prado

Sprint Overview

- **Sprint Duration:** September 2, 2025 → September 12, 2025
- **Total Daily Scrums:** 9 (*Labor Day observed on September 1*)
- **Core Deliverables Completed:**
 - User Authentication System with secure login and multi-factor authentication
 - Phishing Awareness Training Module with interactive, game-like scenarios
 - Progress Tracking System for quiz scores, badges, and module completion
 - Performance Reporting with downloadable PDF exports

What Went Well

- Successfully integrated a **secure authentication system** with MFA.
- Developed a **gamified phishing training module** that provides real-time feedback and enhances engagement.
- Implemented **progress tracking** with badges to reward users and encourage completion.
- Created **performance reports** with PDF export capability, providing a professional and shareable output.
- Maintained strong collaboration and **consistent communication** during daily scrums.

Challenges Faced

- **Multi-Factor Authentication:** Initial integration required troubleshooting due to PWA compatibility.
- **Phishing Scenarios:** Sourcing real-world, up-to-date phishing examples required additional research time.
- **PDF Performance Reports:** Optimizing PDF generation for mobile compatibility took extra effort.
- **Scheduling Conflicts:** Labor Day and varying availability shortened active development time slightly.
- **Feedback Tone:** Balancing educational content with engaging interaction required multiple revisions.

Lessons Learned

Early research and testing of third-party libraries reduces integration issues later.

- Reviewing real-world case studies upfront speeds up content creation for training scenarios.
- Establishing a clear tone and style guide for feedback messages saves revision cycles.
- Keeping the QA checklist updated daily ensures issues are resolved early and prevents rework.

Action Items for Sprint 2

Expand Training Modules:

Add new modules covering malware awareness and password management best practices.

- **Enhance Gamification:**
Introduce scoring leaderboards, achievement badges, and progress milestones to improve engagement.
- **Improve MFA Options:**
Explore additional MFA methods like authenticator apps for better user flexibility.
- **Update Scenario Library:**
Continue sourcing realistic phishing examples and recent security case studies to keep content fresh.
- **Polish Reporting Features:**
Add support for customizable performance reports and ensure better mobile optimization.

Summary

Sprint 1 successfully delivered the core foundation of the Security Awareness Training Simulator PWA:

- Authentication
- Gamified phishing module
- Progress tracking
- Reporting

The team collaborated effectively, adapted to challenges, and established a strong base for upcoming enhancements.

With these foundations in place, Sprint 2 will focus on expanding content, enhancing gamification, and refining user experience.

End of Meeting Notes