

Sprint Retrospective Meeting Minutes

Attendees: Isis Gomez, Manuel Conrad, Michael Novas, Kirei Hausheer, Joaquin Prado

Start Time: 1:00 P.M.

End Time: 2:00 P.M.

What Went Well

- Strong team collaboration across modules.
- Phishing game scenarios were creative and effective.
- MFA stable and demo-ready on multiple devices.
- Dashboard reporting completed on schedule.

What Could Be Improved

- Testing resources need to be allocated earlier.
- More time should be dedicated to refining UI/UX.
- QA reporting could be more centralized.

Challenges Encountered

- Mobile device differences caused inconsistent MFA results.
- Export formatting bugs took longer to resolve than expected.

Lessons Learned

- Visual design and content should be developed in parallel to save time.
- Early integration testing prevents cascading bugs later.
- Assigning clear ownership to each story keeps scope manageable.

Action Items

- Create shared repository for QA test cases.
- Expand phishing game content library for future sprints.
- Conduct weekly UI review sessions.