

Sprint Retrospective Meeting Minutes

Attendees:

- Isis Gomez – Product Owner
- Manuel Conrad
- Michael Novas
- Kirei Hausheer
- Joaquin Prado

Start Time: 6:00 PM

End Time: 7:00 PM

Objective:

To reflect on the progress, teamwork, and challenges experienced during Sprint 4, identify areas of improvement, and prepare strategies for the upcoming Sprint 5, which will focus on polishing, testing, and preparing CyberSense for the final showcase.

What Went Well:

- The team maintained consistent communication and collaboration throughout the sprint.
- The integration of the reporting dashboard and feedback system was completed successfully.
- UI/UX improvements gave the simulator a polished and professional appearance.
- Testing workflows became more efficient compared to earlier sprints.

What Could Be Improved:

- Begin integration testing earlier in the sprint to reduce debugging time near deadlines.
- Improve time management for minor content and visual adjustments.
- Set clearer documentation deadlines for shared deliverables.

Challenges Encountered:

- Minor data synchronization issues when exporting results across modules.
- Some mobile layout inconsistencies required last-minute fixes.

- Balancing design changes with performance optimization efforts.

Lessons Learned:

- Scheduling regular mini-testing sessions helps identify UI and logic bugs early.
- Maintaining version control discipline prevents data overlap between module updates.
- Collaboration between design and development roles reduces visual inconsistencies.

Proposed Adjustments for Next Sprint (Sprint 5):

- Focus primarily on final performance optimization and system stability.
- Prepare and finalize documentation, visuals, and presentation materials.
- Conduct at least two full demo rehearsals before the showcase.
- Ensure all simulator features are accessible and function consistently.

Action Items:

- **Isis Gomez:** Oversee showcase preparation, documentation finalization, and sprint summary.
- **Manuel Conrad:** Review module text, UI alignment, and assist with final QA review.
- **Michael Novas:** Finalize reporting and export logic for stable demo functionality.
- **Kirei Hausheer:** Refine visuals, accessibility features, and assist with presentation visuals.
- **Joaquin Prado:** Perform final testing runs and verify navigation consistency across modules.

Team Reflection:

Sprint 4 demonstrated the team's ability to deliver cohesive and high-quality results under a shared vision. With most features now complete, the focus shifts toward refinement, optimization, and ensuring CyberSense performs smoothly for the Capstone 2 showcase.