

Sprint Retrospective Meeting Minutes – Sprint 5

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 successes, challenges, and lessons learned during Sprint 5. The team reviewed the completion of all simulator modules, site integration, and documentation tasks, ensuring CyberSense is fully functional and prepared for the final showcase.

What Went Well:

- All simulator modules (*Spot the Phish*, *PassMaster*, *Threat Hunter*) were completed and fully integrated into the Wix platform.
- The site design achieved consistency in color, font, and navigation.
- The team maintained strong communication and accountability, meeting all sprint goals.
- Accessibility and mobile responsiveness improved user experience significantly.
- Presentation materials and user documentation were completed ahead of schedule.

What Could Be Improved:

- Allocate more time at the beginning of each sprint for testing and content review.
- Improve coordination when multiple members are updating different sections of the Wix site simultaneously.
- Begin preparing presentation slides earlier in the sprint to allow for additional polishing.

Challenges Encountered:

- Occasional delays in Wix publishing times affected testing and layout verification.
- Minor inconsistencies in text alignment and responsiveness between desktop and mobile versions.
- Cache refresh issues caused outdated previews to appear during testing.

Lessons Learned:

- Consistent design documentation early in the project simplifies later UI refinements.
- Assigning clear ownership for each module improves development efficiency.
- Frequent mid-sprint reviews help catch minor errors before integration.
- Visual consistency contributes to a more professional and user-friendly product.

Proposed Adjustments for Next Sprint (Sprint 6):

- Focus on finalizing showcase preparation and refining the project's overall presentation.
- Conduct a full internal demo to ensure a smooth Capstone showcase experience.
- Create a visual "Project Journey" recap slide to summarize progress across all sprints.
- Review documentation for accuracy, grammar, and formatting before submission.

Action Items:

- **Isis Gomez:** Oversee final presentation delivery and ensure all content aligns with project objectives.
- **Manuel Conrad:** Review PassMaster interactions during the live demo and assist in rehearsal setup.
- **Michael Novas:** Coordinate technical demonstration and manage Spot the Phish walkthrough.
- **Kirei Hausheer:** Finalize accessibility review and assist with presentation visuals.
- **Joaquin Prado:** Verify site performance and load times before the Capstone showcase.

Team Reflection:

Sprint 5 marked a significant milestone where all development and integration tasks were finalized. The team demonstrated strong organization, adaptability, and communication. The project is now positioned for final polishing, practice, and presentation in Sprint 6.