

Sprint Retrospective Meeting Minutes – Sprint 6

Attendees:

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

Start Time: 3:30 PM

End Time: 4:30 PM

Objective:

To reflect on the progress, challenges, teamwork, and overall quality improvements made during Sprint 6.

This sprint focused on final polishing, video creation, full-system testing, bug fixing, and preparing the CyberSense simulator for final showcase readiness.

What Went Well:

- All four instructional and gameplay videos were successfully recorded, edited, captioned, and embedded into the site.
- System testing was thorough, with all major and medium-priority bugs resolved.
- UI polishing across all modules resulted in a clean, cohesive, and professional final appearance.
- Accessibility goals were met, including improved color contrast, consistent alt text, and clearer labels.
- Team collaboration remained strong, especially in coordinating video editing, UI design, and bug fixing.
- Performance across modules improved significantly after optimization efforts.

What Could Be Improved:

- Some video transitions and overlays took longer than expected due to re-recording needs.
- Future projects could benefit from starting video production earlier to reduce time pressure.
- Cross-browser testing revealed inconsistencies that required additional unplanned time.
- Wix preview caching slowed verification of recent changes, causing delays.

Challenges Encountered:

- Certain animations and transitions behaved differently across devices and browsers.
- Correcting mobile layout issues required repeated adjustments due to Wix limitations.
- Ensuring accessibility compliance involved more manual edits than anticipated.
- Video compression affected clarity in a few clips, requiring re-exporting.

Lessons Learned:

- Frequent, smaller testing cycles result in fewer major bugs near the end of development.
- Recording videos after the majority of UI polish helps reduce re-recording efforts.
- Maintaining a consistent design system early saves time later on.
- Collaborative feedback sessions significantly improved video quality and UX flow.
- Accessibility considerations are easier when integrated earlier in the project.

Proposed Adjustments for Next Sprint (Sprint 7 – Showcase Week):

- Conduct a full internal rehearsal of the demo and presentation.
- Finalize all showcase materials (slides, demo script, video sequencing).
- Prepare backup files of all videos and site content in case of connectivity issues.
- Ensure all team members understand their talking points and roles during the presentation.
- Perform a “dry run” of the site navigation to anticipate any lag or loading issues.

Action Items:

- **Isis:** Finalize presentation slides and coordinate demo flow.
- **Manuel:** Prepare demonstration talking points and ensure scoring logic is ready to show.
- **Michael:** Assist with presentation layout and complete final UX checks.
- **Kirei:** Ensure visual consistency between site and presentation.
- **Joaquin:** Perform final system performance check and monitor stability during practice runs.

Team Reflection:

Sprint 6 marked the completion of all development, testing, and production components of the CyberSense simulator.

The team demonstrated strong coordination, adaptability, and attention to detail.

CyberSense is now fully polished, functional, and ready for the final showcase in the upcoming sprint.