

Sprint Retrospective Meeting Minutes

Project: AI Mock Interview Prep

Attendees: Daniella Fuentes, Lindsey Blais, Nakisha Strickland

Start time: 4:00 PM

End time: 5:00 PM

What went wrong?

- The voice input feature required more time than expected due to audio integration issues.
- The analytics dashboard took longer to optimize for real-time updates.
- Some accessibility adjustments caused layout inconsistencies on smaller screens.

- Did we do a good job estimating our team's velocity?
 - Yes, overall velocity matched expectations, though voice and accessibility features required extra testing time.
- Did we do a good job estimating the points (time required) for each user story?
 - Most story points were accurate, but the technical setup for text-to-speech and voice recognition took more time than planned.
- Did each team member work as scheduled?
 - Yes, all members maintained steady progress and communicated any blockers early.

What went right?

- The tone customization feature worked smoothly and added personalization for users.
- The analytics dashboard provided valuable insights into user improvement trends.
- Accessibility features like text-to-speech and high-contrast mode improved usability.
- Collaboration and coordination were stronger this sprint compared to previous ones.

How to address the issues in the next sprint?

- Allocate more buffer time for testing complex features such as voice or AI integration.
- Test accessibility and UI scaling earlier in development.
- Increase mid-sprint syncs to catch potential integration issues sooner.

How to improve the process?

- Continue pairing members for cross-testing and bug reviews.
- Improve task documentation to reduce dependency on verbal clarification.
- Enhance use of the shared tracker to monitor real-time progress.

How to improve the product?

- Add progress tracking history over multiple sessions for long-term performance insight.
- Allow users to select preferred AI feedback style (short summary, detailed, or motivational).
- Refine analytics visuals with clearer graphs and trend comparisons.