

Sprint 1 Retrospective Meeting Minutes

Project: Baited Bytes

Attendees: Barbara Andino, Amelia DiGennaro, Damian Figueroa-Gonzalez, Moath Hussein

Start time: 12:40pm

End time: 1:00 pm

- What went wrong?
 - During this sprint, we had to reschedule a few meetings due to late communication on availability. This led to some delays in completing the daily scrum and/or being pushed back into the weekend.
- Did we do a good job estimating our team's velocity?
 - Yes, we did a good job in accurately estimating our team's velocity. Our planned velocity was 20 story points, and we successfully completed 20 story points, showing our estimation was accurate and realistic for this sprint.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes, each user story was completed within its estimated effort and time required. There were no user stories that had to be rolled over to the next sprint or delayed. Each user story was 5 story points.
- Did each team member work as scheduled?
 - Yes, all the team members consistently contributed to their assigned tasks throughout the sprint. Everyone communicated regularly and delivered all of their assigned work on time.
- What went right?
 - We successfully transitioned from Capstone I to Capstone II and aligned our new sprint goals with the new project direction.
 - The team finalized the formatting and structure for the risk assessment document template, ensuring consistency for all the deliverables.
 - The project scope was clearly defined and gave the team direction on how to move forward.
 - The product backlog was created and shared with the team, acting as a guideline for the semester's work.
 - Communication and collaboration was strong, with consistent progress across all the user stories.
- How to address the issues in the next sprint?
 - We will account for buffer time in tasks that involve the setup or review of documents to avoid any timing delays.
 - Team members will communicate any schedule changes at least 24 hours in advance whenever possible to avoid any delays or overflow into the weekend.

- How to improve the process?
 - Track all scheduled meetings (scrum meetings) check-in, and deadline.
 - Highlight individual compatibility and busy schedules.
 - Assist the team in planning work sessions more efficiently to minimize overlap.
 - We will use a shared team calendar to track all scheduled meetings and individual availability.
- How to improve the product?
 - We will continue to research information related to risk assessment associated with USB drop attacks to create a better framework for educating people on the dangers of plugging in random USB's.