

Sprint 2 Retrospective Meeting Minutes

Project: Baited Bytes

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

Start time: 12:40 pm

End time: 1:00 pm

- What went wrong?
 - During this sprint, we encountered some minor miscommunications when setting up meeting times and had to reschedule a few meetings according to everyone's availability.
- Did we do a good job estimating our team's velocity?
 - Yes, we did a good job in accurately estimating our team's velocity. The velocity we planned was 20 story points, and we completed all 20 points this sprint.
- Did we do a good job estimating the points (time required) for each user story? bab
 - 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. We were able to work around each member's schedule to make sure all of us were able to attend every meeting on time.
- What went right?
 - The team began linking threats to mitigation strategies in order to strengthen the quality of the risk assessment document.
 - The team maintained momentum from Sprint 1 by staying aligned on the goals and deliverables.
 - The project scope was clearly defined and gave the team direction on how to move forward.
 - The backlog was actively refined, helping to prioritize upcoming tasks for future sprints.
 - Communication and collaboration continued to be strong, with consistent progress across all the user stories.
- How to address the issues in the next sprint?
 - To prevent time delays, we will include buffer time for tasks that involve document setup or review. This way we can reduce the risk of last minute work.

- We will aim to communicate any changes to our availability at least 24 hours in advance, so that our team can adjust plans accordingly and avoid leaving it last minute.
- 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.
 - Emphasize accountability and transparency
- How to improve the product?
 - We could improve the product by making the simulation more realistic and tailored to the specific organization we chose. For example, we could customize the USB warning message based on the university's branding and environment. This would make the impact more engaging and relevant to users.