

Sprint 3 Retrospective Meeting Minutes

Project: Baited Bytes

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

Start time: 11:00 pm

End time: 11:20 pm

- What went wrong?
 - During this sprint, we had to reschedule a few meetings according to everyone's availability. Due to most of us not having availability on Friday for the last day of the sprint, we had to move our day 10 meeting to Sunday.
- 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?
 - 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 team members consistently contributed to their assigned tasks throughout the sprint. We coordinated effectively around everyone's availability to ensure full participation and timely attendance at all meetings.
- What went right?
 - The team successfully linked threats to mitigation strategies, strengthening the overall quality and depth of the Risk Assessment document.
 - Momentum from previous sprints was maintained, keeping everyone aligned on goals and deliverables.
 - A clearly defined project scope provided strong direction and focus for the team's efforts.
 - The backlog was actively reviewed and refined, allowing the team to prioritize tasks efficiently for future sprints.
 - Communication and collaboration remained consistent and effective, supporting steady progress across all user stories.
- How to address the issues in the next sprint?
 - To minimize potential time delays, we will include buffer periods for tasks that involve document preparation, review, or coordination. This will help prevent last-minute rushes and improve pacing.

- Team members will aim to communicate any changes in availability at least 24 hours in advance, allowing the team to adjust schedules proactively and maintain workflow continuity.
- How to improve the process?
 - Introduce clear task breakdowns for the more complex stories. This way each team member knows exactly what to focus on and which team member to pair with.
 - Encourage feedback loops early in the sprint. Sharing drafts sooner in the sprint allows us to catch issues before the final week.
 - Use visual aids to standardize outputs and reduce confusion.
 - Assign pair reviews for tasks where members have to wait on each other's information to proceed.
- 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.