

Sprint 4 Retrospective Meeting Minutes

Project: Baited Bytes

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

Start time: 10:40 pm

End time: 11:00 pm

- What went wrong?
 - During this sprint, a few team members had overlapping deadlines with other classes and different commitments, requiring us to make some rescheduling adjustments to a few of our planned meetings.
- Did we do a good job estimating our team's velocity?
 - Yes. Our team of five had a total velocity of 20 story points this sprint. Each member was able to complete their user story, each worth 5 points, on time.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes. Each member completed their user story 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 all worked in pairs to complete the user stories that relied on each other's work. We coordinated effectively around everyone's availability for attendance at all meetings.
- What went right?
 - Preventative, detective/corrective, and mitigation strategies were clearly defined and successfully aligned with the risk assessment document.
 - Effective collaboration amongst teammates allowed all of the tasks of the sprint to be handled smoothly and timely.
 - The team successfully maintained the same momentum from the previous sprints, allowing everyone to stay focused on the project goals.
 - The project scope was clearly defined and allowed the team to follow a clear direction for their assigned sprints.
 - The project backlog was reviewed and updated, allowing the team to prioritize tasks for the future sprints.
 - Communication between the team was consistent and clear, ensuring that all the deliverables were able to be completed on time.
- How to address the issues in the next sprint?

- Implement short daily check-ins between members to quickly identify if there are any scheduling conflicts or delays, and adjust the planned meeting times accordingly to the availability of each member.
 - To allow for extra time if any issues arise, team members will prioritize any complex stories or ones that are interdependent between members at the start of the sprint, ensuring any potential problems are identified and solved early without delaying progress.
- How to improve the process?
 - Share team members drafts earlier on in the sprint for feedback to catch and fix any issues sooner rather than later.
 - Set up clear deadlines for intermediate milestones within the sprint to ensure everyone's work remains on schedule.
 - Encourage team members to flag any potential issues as soon as they appear so they can be addressed quickly and efficiently.
 - Track progress for each user story with a shared document to gain more transparency on the status that each team member is currently at.
 - Rotate pair reviews among team members to encourage information sharing and cross-checking of each other's current progress.
- How to improve the product?
 - We can provide more real-world examples and scenarios for the mitigation strategies to enhance the clarity and usability of the risk assessment document.
 - We can implement step-by-step guidance or checklists for implementing controls, such as responsibilities, resources, and best practices, to make the document more actionable.