

Sprint 5 Retrospective Meeting Minutes

Project: Baited Bytes

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

Start time: 7:45 pm

End time: 8:00 pm

- What went wrong?
 - During the sprint, team members faced scheduling conflicts towards the end due to upcoming project deadlines for other courses, requiring minor adjustments to meeting times.
- 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 successfully completed 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, the effort and estimations for each user story were accurate. The assigned 5 story points per story accurately reflected the workload and all user stories were completed within their estimated time frame. There were no tasks that had to be carried over to the next sprint.
- Did each team member work as scheduled?
 - Yes, each team member consistently contributed throughout the sprint and collaborated effectively with overlapping tasks. We coordinated effectively around everyone's availability for attendance to all the meetings.
- What went right?
 - The diagram for the USB attack scenario, the creation of the harmless USB payload, the documentation of the attack flow, and the demo quality review were all completed successfully.
 - Collaboration remained strong, with all team members providing feedback to ensure the project's quality and completeness.
 - Communication between the team continued to be consistent and clear, ensuring that all the deliverables were able to be completed on time.
 - 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.

- How to address the issues in the next sprint?
 - Encourage earlier progress updated in group chats and during meetings to catch any issues before they affect the timeline.
 - Set aside a short buffer period at the end of each sprint to account for any unexpected issues or final adjustments before submission.
 - Establish a shared calendar to help the team stay aware of everyone's availability and upcoming deadlines for other courses.
- How to improve the process?
 - Updating our shared task board more frequently. As we move through the sprint, being transparent allows us to reach out for help and see what each member is still pending to complete.
 - Check-ins mid week to catch up on blockers easier. Communicate better to help us stay aligned and avoid overlapping work.
 - Set clever time estimates for each task to limit last minute rushing.
 - Avoid last minute changing meeting times. It could throw off the week as each member's availability is important to stay on track.
- How to improve the product?
 - To better our product, we can refine the visual clarity of our diagrams and educational materials so they're easier to understand at a glance. Our audience is made up of different educational backgrounds so it's important for us to be clear.
 - Add clear explanations and brief summaries to accompany each diagram and control mapping.