

Sprint 6 Retrospective Meeting Minutes

Project: Baited Bytes

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

Start time: 10:50 pm

End time: 11:10 pm

- What went wrong?
 - There were a few minor delays during the sprint due to additional clarification needed between the risk assessment document and the mitigation strategies.
- Did we do a good job estimating our team's velocity?
 - Yes, the team maintained steady progress throughout the sprint. 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, all team members contributed as scheduled and stayed engaged during the cross-referencing and documentation review process. We communicated effectively to ensure everyone stayed aligned and available for discussions when needed.
- What went right?
 - The mitigation consistency check helped strengthen the clarity and accuracy of the project's documentation.
 - Inconsistencies were identified early and corrected before they impacted later deliverables.
 - Team communication remained strong, with clear coordination during the documentation review cycle.
 - The risk-to-mitigation linkage is now more complete and easier to understand, improving the overall quality of the project materials.
 - Updated summary documentation provided a clearer picture of how mitigations map directly to threats and risk levels.
 - The team successfully maintained the same momentum from the previous sprints, allowing everyone to stay focused on the project goals.

- How to address the issues in the next sprint?
 - Schedule brief mid-sprint syncs to catch inconsistencies earlier and reduce the need for re-review.
 - Improve documentation handoff between team members to ensure all references are up-to-date before the next sprint begins.
 - Allocate a short buffer period for documentation-heavy sprints to accommodate extra review time if needed.
- How to improve the process?
 - Update the shared task board more frequently to maintain transparency and allow the team to identify overdue or pending items sooner.
 - Continue improving communication channels so any blockers or clarification needs can be addressed quickly.
 - 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.
 - Ensure all diagrams and written materials maintain the same terminology and structure to avoid confusion.