

Sprint 7 Retrospective Meeting Minutes

Project: Baited Bytes

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

Start time: 10:20 pm

End time: 10:45 pm

- What went wrong?
 - We had to meet an extra day throughout the sprint to fix a coding issue before the presentation. This caused a minor delay in preparing for the showcase presentation.
- 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. All user stories were completed and we successfully presented our final product at the senior design showcase.
- Did each team member work as scheduled?
 - Yes, all team members contributed as scheduled and stayed engaged during the finalization of the deliverables and preparation of the presentation. We coordinated around individual schedules to ensure that everyone could participate in review sessions and at least one rehearsal, even with end-of-semester conflicts.
- What went right?
 - All major deliverables were compiled, organized, and prepared for submission on time.
 - The presentation outline and slides were developed and refined to clearly explain the project's motivation, design, and results.
 - Team communication remained strong, with members sharing updates on edits and version changes to avoid confusion.
 - The rehearsal helped identify and fix minor issues in the flow of the presentation and improved each member's comfort with their speaking parts.
 - 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?
 - Start presentation rehearsals earlier in the sprint to leave more room for adjustments to slides and speaking notes.
 - Improve documentation handoff between team members to ensure all references are up-to-date before the next sprint begins.
 - Build in explicit time for a “final polish” pass on all documents to avoid last-minute edits before submission.
- How to improve the process?
 - Keep the shared task board updated daily during the final stages of the project so everyone can quickly see what's done and what still needs review.
 - Continue using group chats and short check-ins to quickly resolve questions about content ownership or slide responsibilities.
 - 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?
 - We discussed in our shortcomings list that we would like to improve our product by making it compatible cross-platforms. This would allow it to reach users who use macOS and Linux.
 - To better our product, we can make the message pop-up easily customizable to cater to their audience.
 - We would also like to include a database for our product, that way we are able to track which users have plugged in the USB's.