

Sprint Retrospective Meeting Minutes

Attendees: Luis Gonzalez, Jonathan Hernandez, David Peno, Kendrick Crespo, Anjani Mogallur

Start time: 11:10 AM

End time: 11:30 AM

What went well:

- Team communication was consistent and effective throughout the sprint.
- Everyone completed their assigned research tasks on time.
- Switching tasks between Jonathan and Anjani was smooth and helped balance workload based on individual strengths.
- Daily stand-ups kept the team focused and on track.
- Clear documentation of library findings will help inform upcoming development phases.

What could be improved:

- Some team members had minor delays in documenting findings thoroughly.
- A few library tools required more time to understand than expected, especially for newer or less-documented ones.
- We could've started testing some of the libraries earlier rather than waiting until most research was completed.

Action items for next sprint:

- Allocate buffer time for hands-on testing of tools during the sprint, not just research.
- Improve documentation by setting clear expectations (e.g., usage examples, pros/cons).
- Begin early integration testing of components in parallel with research when possible.

Follow-up from previous retrospective (if applicable):

- Previous notes included improving participation and clearer task ownership—both were addressed successfully this sprint.

