

Sprint Retrospective Meeting Minutes

Project: Addressing Fairness in Large Language Models

Attendees: Erick Pelaez Puig, Jeslyn Chacko, Elnaz Toreihi, Valeria Giraldo

Start time: 5:30PM

End time: 6:00 PM

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes, the estimated velocity was accurate to the actual velocity.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes, each user story took about as much time as estimated.
- Did each team member work as scheduled?
 - Yes, each member completed all their required tasks this sprint.

What went right?

- Meeting with the product owner and discussing what to do for the first sprint.
- Reading the research paper on LLMs.
- Getting an introduction to the research question we are trying to answer.
- Completing the report on the research paper.

How to address the issues in the next sprint?

- How to improve the process?
 - Communicate with our product owner and other helpers more frequently.
 - Have frequent check-ins with the team to ensure clarity in information for the project.
 - Allocate more time for deeper research, we need to consider reviewing multiple sources, including academic papers, blogs, and practical implementations, to enrich our understanding
- How to improve the product?
 - Review from more sources instead of mainly one research paper.
 - Simplify the weekly reports to focus on what we have learned.
 - Implement the concepts learned about LLMs through models found on github.
 - Actively seek feedback from the product owner and mentor after each sprint to refine our approach and address any gaps in understanding.