

Sprint Retrospective Meeting Minutes

Project: Addressing Fairness in Large Language Models

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

Start time: 8:00 PM

End time: 9:00 PM

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes, completing our tasks took about as long as we estimated.
- Did we do a good job estimating the points (time required) for each user story?
 - Yes, each user story took as much time as expected.
- Did each team member work as scheduled?
 - Yes, each team member contributed to the project.

What went right?

- Completed all the user stories for this sprint.
- Continued to learn about LLMs.
- Started focusing on the meaning of fairness regarding LLMs.
- Created a weekly report to track our progress.

How to address the issues in the next sprint?

- How to improve the process?
 - Continue discussing what we have worked on and how we can help each other.
- How to improve the product?
 - Share our findings and progress through a document or GitHub.