

Sprint Retrospective Meeting Minutes

Project: Addressing Fairness in Large Language Models

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

Start time: 7:30 P.M

End time: 8:00P.M

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?

- The team successfully completed all planned tasks for the sprint.
- Collaboration during poster creation and metric comparisons was efficient and effective.
- Regular communication helped identify and address issues promptly.

How to address the issues in the next sprint?

- How to improve the process?
 - Schedule team meetings earlier to avoid conflicts.
 - Use a shared calendar or tool to better align schedules and deadlines.
- How to improve the product?
 - Incorporate detailed explanations for each metric in the final presentation to enhance clarity.
 - Ensure the poster layout highlights key insights from the metrics and experiments.
 - Ensure the video clearly explains the experiments and results