

Sprint Retrospective Meeting Minutes

Attendees: Gigi Arbelo, Jonathan Gil, Nicolas Smith, Careca McRae

Start time: 9:00 PM

End time: 9:45 PM

What went wrong?

- Did we do a good job estimating our team's velocity?
 - The team's velocity estimation remains steady. We are trying to collaborate as a team as much as possible.
- Did we do a good job estimating the points (time required) for each user story?
 - Some user stories are taking longer than others given the difficulty and extent of what is having to be accomplished.
- Did each team member work as scheduled?
 - For the most part, team members have been able to work as scheduled.

What went right?

- The team is working well together in terms of deciding what needs to be done and prioritized. We also do well in agreeing what we want to include in our website and how we want to present our site to future users.

How to address the issues in the next sprint?

- How to improve the process?
 - Apart from turning tasks into more easily consumable and manageable parts, we can set expectations more clearly and manage our resources in meeting with schedule. We need to address problems more urgently and thoroughly.
- How to improve the product?
 - Continue to improve on identified shortfalls in features and functionality of , relativity and specificity to our audience. We can work on reducing the cognitive load of our content by making it more direct with removal of irrelevant material.
 - Continue to work on the website with information that adequately represents the latest cybersecurity training, trends and constantly ask for feedback. Provide as much detail and resources as possible so that the user gets the most productive outcome from using our site.
 - Continue to add only essential information to our site and not overload the site with irrelevant and/or old material that will no longer be of any use to our audience.