

Sprint Retrospective Meeting Minutes

Attendees: Michaela Dunston, Mario Vega, Eduardo Chung, & Alejandro Arrocha

Start time: 23:50

End time: 23:55

What went wrong?

- Did we do a good job estimating our team's velocity?
 - After our discussion, we accurately determine sprint velocity for the sprint, we estimated team velocity at 4 for this fifth sprint.
- Did we do a good job estimating the points (time required) for each user story?
 - To be determined.
- Did each team member work as scheduled?
 - Yes, every team member adhered to their schedules, promptly responded to messages, and readily collaborated. We would confidently assert that we worked cohesively and efficiently as a team.
- What went right?
 - Revised training materials by adding slides to extend the duration of the training.
 - Create a PowerPoint presentation and successfully implement live training practice.
 - Campaign Successfully created
 - Emails working properly.

How to address the issues in the next sprint?

- How to improve the process?
 - Plan additional time to learn about the software being used.
 - Learn best practices and strategies for training.
 - Focus on training for presentation.
- How to improve the product?
 - To be determined.