

Sprint Retrospective Meeting Minutes

Project: Project Manager

Attendees: Jose Pujol, Jose Hernandez, Naor Vidal

Start time: 12:00pm

End time: 12:15pm

What went wrong?

- The team spent some time finalizing the application documentation packet to ensure a smooth transition for the next capstone team.

What went right?

- The team members are attending our meetings and fulfilling their tasks.
- Communication has been constantly well throughout the team.
- The team was able to successfully revise the requirement specifications.

How to address the issues in the next sprint?

- Maintain efficient time management
- Review workload in order to ensure productivity
- Frequently revise calendar and expectation to ensure goals are being met