Sprint Retrospective Meeting Minutes

Attendees: Emre, Juan, David, Carlos, Henry
Start time: 9:27 pm
End time: 10:19 pm

What went wrong?

- Did we do a good job estimating our team's velocity?

Yes. Our estimate was fairly accurate, and we delivered nearly all the planned work. The minor gap came from slower review cycles and some unexpected configuration time. Moving forward, we'll factor in those delays more precisely when forecasting.

- Did we do a good job estimating the points (time required) for each user story?

Mostly yes. The smaller tasks were scoped correctly, but stories that required cross-feature coordination took longer than expected. We didn't fully anticipate setup and integration overhead. Next sprint, we'll add a modest buffer for such tasks and make sure acceptance criteria are clearly defined before starting.

- Did each team member work as scheduled?

For the most part, yes. A few scheduling conflicts occurred, but the team communicated early, adjusted workloads, and worked collaboratively to stay on track.

What went right?

The team demonstrated strong collaboration and consistent communication. Everyone stayed engaged and supported each other to reach the sprint goals. All committed user stories were finished with good quality, and the team handled minor challenges efficiently. The overall teamwork and adaptability of this sprint were notable strengths.

How to address the issues in the next sprint?

- How to improve the process?

We can enhance our sprint rhythm by increasing short sync meetings, spotting blockers earlier, and recording key lessons at the end of each sprint. This will make planning more predictable and reduce small inefficiencies.

- How to improve the product?

Gathering feedback earlier in the development process and expanding pre-merge testing will

strengthen product stability. More proactive testing and early validation will help us identify potential issues sooner and maintain quality across releases.