

Sprint Retrospective Meeting Minutes

Attendees: Emre, Juan, David, Carlos, Henry

Start time: 9:54 pm

End time: 10:47 pm

What went wrong?

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

Yes. Our estimate was close, and we completed almost everything we planned. The small difference came from slower feedback loops and some unplanned setup time, which we can better anticipate in the future.

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

For the most part, yes. The simpler stories were estimated accurately. However, stories that required integration took longer than expected because we didn't fully account for setup work, data coordination, and review time. Next sprint, we'll include a small buffer for similar tasks and set clearer acceptance criteria.

- Did each team member work as scheduled?

Yes overall. A few timing conflicts came up, but the team communicated early, shifted work as needed, and paired up to stay on track.

What went right?

The team collaborated effectively, communicated openly, and supported one another throughout the sprint. All committed user stories were completed with good quality, and the team adapted quickly to small obstacles. This sprint improved our confidence and reinforced solid teamwork habits.

How to address the issues in the next sprint?

- How to improve the process?

We can strengthen our workflow by communicating more frequently, doing short daily check-ins to spot blockers early, and capturing lessons learned after each sprint to continuously refine planning and estimation.

- How to improve the product?

We should focus on getting earlier feedback and increasing testing before merging changes into

the main branch. More thorough testing will help us catch issues sooner and deliver a more stable product.