

What went well	What to improve	Action items
The meeting was highly encouraging and productive.	Estimation of story points could be more accurate.	Cooperate with developers to refine story point estimation.
Acceptance criteria were clearly and concisely described.	Code review within the team needs improvement.	Support team members for task completion and collaboration.
Individual contributions were valuable.	Absence of team members should be addressed.	Meeting timing must be set with all team member acceptance
Opportunities for learning were abundant.	Prioritization of tasks needs better management.	Make sure high-priority tasks are given utmost attention.
Team collaboration in analyzing and solving bugs was effective.	Commenting, formatting, and code structure consistency should be improved.	Conduct code review sessions with a dedicated focus on coding standards.
Commenting on code facilitated coordination among developers.	Handling merge conflicts more effectively.	Implement backup procedures before merging files.
Sharing code via GitHub enhanced collaboration.	Addressing internet issues during online meetings.	Explore options for physical meetings to address internet issues.
Adaptation to new technologies was successful.	Ensuring tasks are completed within deadlines.	Break down larger tasks into smaller, manageable sub-tasks with their own deadlines to track progress more effectively
	Ensure that test cases are written to cover all minor fields.	Documenting test cases more carefully.