**International School**

**Capstone Project 2**

CMU-SE 451

**Retrospective Meetings**

**Version 1.0**

**Date: 27nd May, 2021**

**Food Care**

**Submitted by**

Huynh Dac Vinh  
 Tran Quoc Trung

Ton That Minh Huy

Dang Van Duan

**Approved by**

**Proposal Review Panel Representative:**

NameSignature Date

**Capstone Project 2-Mentor:**

Name Signature Date

**Dang Viet Hung**

**PROJECT INFORMATION**

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| **Project acronym** | FC | | |
| **Project Title** | Food Care | | |
| **Start Date** | 01 Mar, 2021 | **End Date** | 25 May, 2021 |
| **Lead Institution** | International School, Duy Tan University | | |
| **Project Mentor** | Ph.D Hung, Dang Viet | | |
| **Scrum master / Project Leader & contact details** | Vinh, Huynh Dac  Email: dacvinh98@gmail.com  Tel: 0347191925 | | |
| **Partner Organization** |  | | |
| **Project Web URL** |  | | |
| **Team members** | Name | Email | Tel |
| 1 | Vinh, Huynh Dac | dacvinh98@gmail.com | 0347191925 |
| 2 | Trung, Tran Quoc | quoctrung.tran210@gmail.com | 0935420530 |
| 3 | Huy, Ton That Minh | tonthatminhh@gmail.com | 0935432561 |
| 4 | Duan, Dang Van | dangvanduan755@gmail.com | 0769710126 |

REVISION HISTORY

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| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Comments** | **Author** | **Approval** |
| 1.0 | 27/05/2021 | Final | Huy, Ton That Minh |  |
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**Document Approval**

The following signatures are required for approval of this document

|  |  |  |
| --- | --- | --- |
| **Mentor** | Dang Viet Hung | Date: |
| **Scrum Master** | Huynh Dac Vinh | Date: |
| **Product Owner** | Tran Quoc Trung | Date: |
| **Team Member** | Ton That Minh Huy | Date: |
| **Team Member** | Dang Van Duan | Date: |

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| **Retrospective Meeting Information** | | | |
| **Product** | Food Care | | |
| **Subject** | Retrospective meeting after Sprint 1 | | |
| **Location** | Coffee store at 76 Phan Van Luu street | | |
| **Date and Time** | *Date* | *Start Time* | *End Time* |
|  | 04 Apr 2021 | 8:00 PM | 11:00 PM |
| **Attendees** | * Huynh Dac Vinh * Tran Quoc Trung * Dang Van Duan * Ton That Minh Huy | | |
| **Related documents** | Sprint backlog 1 | | |
| **Content** | | | |
| * Discussed and identified   + (WWW) What Went Well: Good things that we did in previous sprint   + (IBI) Even Better If: Things we did that can be improved.   + What things to improve and how to do it in the next sprint | | | |
| **Result Items** | | | |
| * List of WWW (What Went Well)   + Analysis is required   + Write completed documents on schedule * List of IBI (Even Better If)   + Focus more on design and code * List of things to improve, and how, in the next sprint   + Must quickly set up a project (github, nodejs project, ...) | | | |

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| **Retrospective Meeting Information** | | | |
| **Product** | Food Care | | |
| **Subject** | Retrospective meeting after Sprint 2 | | |
| **Location** | Google Meet (Meeting online) | | |
| **Date and Time** | *Date* | *Start Time* | *End Time* |
|  | 02 May 2021 | 8:00 AM | 11:00 AM |
| **Attendees** | * Huynh Dac Vinh * Tran Quoc Trung * Dang Van Duan * Ton That Minh Huy | | |
| **Related documents** | Sprint backlog 2 | | |
| **Content** | | | |
| * Discussed and identified   + (WWW) What Went Well: Good things that we did in previous sprint   + (IBI) Even Better If: Things we did that can be improved.   + What things to improve and how to do it in the next sprint | | | |
| **Result Items** | | | |
| * List of WWW (What Went Well)   + Complete the designs, write the user interface code on schedule * List of IBI (Even Better If)   + Change the way of managing the work that the project team is doing * List of things to improve, and how, in the next sprint   + Focus more on the back-end to keep pace | | | |

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| **Retrospective Meeting Information** | | | |
| **Product** | Food Care | | |
| **Subject** | Retrospective meeting after Sprint 3 | | |
| **Location** | Google Meet (Meeting online) | | |
| **Date and Time** | *Date* | *Start Time* | *End Time* |
|  | 23 May 2021 | 8:00 AM | 11:00 AM |
| **Attendees** | * Huynh Dac Vinh * Tran Quoc Trung * Dang Van Duan * Ton That Minh Huy | | |
| **Related documents** | Sprint backlog 3 | | |
| **Content** | | | |
| * Discussed and identified   + (WWW) What Went Well: Good things that we did in previous sprint   + (IBI) Even Better If: Things we did that can be improved.   + What things to improve and how to do it in the next sprint | | | |
| **Result Items** | | | |
| * List of WWW (What Went Well)   + Complete the designs, write the user interface code on schedule * List of IBI (Even Better If)   + Focus more on the back-end * List of things to improve, and how, in the next sprint   + Focus more on the back-end to keep pace | | | |