Meeting Minute Template

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| **Meeting Title** | VC1 – 3st sprint retrospective |
| **Date & Time** | 25th March 2024 |
| **Location**  **(in-person/online)** | Library |
| **Attendee (participant)** | Mengkorng, Thary, Chhun eii, Leap, Davit |
| **Agenda:** | * Presentation of all the tasks that we have in the second sprint * Presentation of all the tasks that we have done in the second sprint. * Presentation of all the tasks that we have not done in the second sprint. * Demo application. * Feeckback reflection. |
| **Action Items** | * Improve style of the form in the admin page: * Who charge: Mengkorng ly * Deadline: 20th Mar * Improve the process of sign-in on the customer page: * Who charges: Davit * Deadline: 22th Mar * Improve the process of sign-out on the customer page: * Who charge: Thary * Deadline: 23th Mar * Improve some style on the delivery page: * Who charges: Chhun eii * Deadline: 22th Mar * Improve the process of code: * Who charge: Leap * Deadline: 24th Mar |
| **Tips** | * Before the meeting:   + Share tasks among team members as     - Presenter     - Timekeeper     - Note taker(s)     - Email writer * During the meeting:   + Take clear and concise notes throughout the meeting.   + Assign the responsible person or people in charge   + Define a deadline for each task   + Allocate the time for completing each task (optional) * After the meeting:   + Distribute the minutes to all attendees as soon as possible after the meeting.   + Encourage feedback on the minutes to ensure accuracy. |