Meeting Minute Template

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| **Meeting Title** | VC1- 1st Sprint Review |
| **Date & Time** | Tuesday February 28th, 2024 From 2:3PM to 3:30PM |
| **Location**  **(in-person/online)** | B05(Downstairs) |
| **Attendee (participant)** | Chanthou Veoun  Pheaktra Mao  SreyNuch Theoun  Reoun Kaki  Veasna Choun |
| **Agenda:** | * 1st sprint review by Chanthou * Feedback by Project Manager to the whole team * Suggestion from members |
| **Action Items** | * Present about the user story that we have in sprint 1 * Present about the user story that we have done in sprint 1 * Present about the user story that we haven’t done in sprint 1 * Feedback from Project Manager to group about the behavior or mistake in technical skill that we miss such as: GitHub manager, Scrum Manager, and whole team. * Suggestion from scrum master to members. |
| **Tips** | * Before the meeting:   + Share tasks among team members as     - Presenter : Chanthou     - Time keeper : Pheaktra     - Note taker(s) :Pheaktra, Reoun, Veasna, and SreyNuch     - Email writer Chanthou * During the meeting:   + Take note all the note that Project Manager feedback   + Commit to Project manager that we will complete the tasks that we response on time.   + Have the specifics time of the tasks that we do and manage time.   + Allocate the time for completing each task (optional)   + Try to make the website to make it more attractive * After the meeting:   + Have a small meeting to improve sprint 2   + Manage time together to estimate.   + Discuss in the group to fine the solution of the problem that we have faced. |