Meeting Minute Template

|  |  |
| --- | --- |
| **Meeting Title** | VC1- 2nd Sprint Review |
| **Date & Time** | Monday March 11th, 2024 10:00-11:00AM |
| **Location**  **(in-person/online)** | A13(First Floor) |
| **Attendee (participant)** | Chanthou Veoun  Pheaktra Mao  SreyNuch Theoun  Reoun Kaki  Veasna Choun |
| **Agenda:** | * 1st sprint review by Chanthou * Members tell the user story that they did. * Feedback by Project Manager to the whole team |
| **Action Items** | * Present about the user story that we have in sprint 2(14 user stories) * Present about the user story that we have done in sprint 2(12 user stories that we have done) * Present about the user story that we haven’t done in sprint 2(2 user stories that we have not done) * Feedback from project manager about the interface in the whole website such as: restaurant owner page and customer page improve website to make it look interesting more. |
| **Tips** | * Before the meeting:   + Share tasks among team members as     - Presenter : Chanthou     - Time keeper : N/A     - Note taker(s) :Pheaktra and SreyNuch     - Email writer Chanthou     - Meeting minute report: Pheaktra * 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. * 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. |