

# REVIEW MEETING NOTES

## 1. General:

Date: 29/10/2021 (Friday)

Start: 9h00

End: 9h15

Duration: 15 mins

Content:

- List the things that did well.
- List the things that did wrong.
- Problems encountered and why encountered?
- Measures for improvement
- Lessons learned

## 2.Details:

### 1. Present:

1. Bui Huynh Trung Nam
2. Hoang Huu Giap
3. Ngo Truong Tuyen
4. Nguyen Phan Vu
5. Nguyen Tan Viet

### 2. Absent:

Empty

## 3. Well:

### 1. Meetings:

1. Meetings always go according to schedule.
2. The members always show up earlier than the meeting time and no member is absent
3. Lively, serious discussion at the heart of the work.
4. The meeting time is reasonable, there is no situation of exceeding the allowed time.

### 2. Tasks:

1. Tasks are divided reasonably without time pressure of the members.
2. Priority tasks are always completed before deadline.
3. Overall, the results of completing the assigned tasks are very good

#### **4. Wrong:**

**1. Meetings:**

Empty

**2. Tasks:**

Empty

#### **5. Problems:**

1. It was a bit difficult at first, because we were not familiar with the directory structure and the new tools.
2. Scheduled conflicts with each other.
3. The group has some problems with Trello's name.

#### **6. Improve:**

1. Now that it seems that everyone is gradually getting used to the new way of working and tools, the next sprint is sure to be a lot smoother.
2. It has been solved now, but the time problem is not easy to solve completely, if there is a risk in the next sprint, the team will solve it as soon as possible.
3. The group has been looking for ways to change the group name on Trello but it doesn't work, currently contacting the administrator to ask for help.

#### **7. Lessons learned:**

1. Being exposed to new tools and working methods are more professional and disciplined than before.
2. Realize that you need to invest more in scheduling.
3. Knowing that creating a product is more than just sitting at a table and coding.

