

REVIEW MEETING NOTES

1. General:

Date: 24/12/2021 (Friday)

Start: 9h00

End: 9h30

Duration: 30 mins

Content:

- List the things that did well.
- List the things that were 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.

2. Tasks:

1. Tasks are divided reasonably without time pressure of members.
2. Each member's sense of self-study is good.
3. Team members are willing to support each other when facing difficulties, even swap jobs to be more suitable.
4. Overall, the results of completing the assigned tasks are very good.

4. Wrong:

1. Meetings:

Empty

2. Tasks:

Empty

5. Problems:

1. The meeting time has changed slightly because some of you have to go for vaccinations, some of you are busy with seminars in other subjects
2. At the end of the semester, the workload of the subjects is huge, but fortunately the project is about to be completed, so this sprint is not too stressful

6. Improve:

1. Learn how to test products professionally that we have not done before, especially automated testing.
2. Thanks to testing, detecting deficiencies in the product, helping the team to fix it immediately, since then the product has been much more complete than the previous sprint.
3. Know more about katalon studio automation testing tool, and use some basic functions

7. Lessons learned:

1. Know more about katalon studio automation testing tool, and use some basic functions.
2. Understanding how rigorous the testing process is will effectively help find minor bugs in product, as previously only sentiment testing.