REVIEW MEETING NOTES

1. General:

Date: 26/11/2021 (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 members.
2. Priority tasks are always completed before the deadline.
3. Overall, the results of completing the assigned tasks are very good.

4. Each member's sense of self-study is good.

4. Wrong:
1. **Meetings:**
   a. Due to the large amount of work, the meeting took a little longer than expected

2. **Tasks:**
   Empty

5. Problems:
1. Having trouble connecting html together
2. Synchronization has not been completed because each person does a different part
3. The database is not complete yet.
4. Having many difficulties in self-study backend programming.
5. Midterm exam week, too much deadline makes everything more difficult
6. The difficulty of the job has increased compared to the previous weeks

6. Improve:
1. Synchronizing and connecting the html together is not easy, so the team will improve gradually over the course of the project.
2. The database will be edited and updated continuously during the course of the project
3. Next week will probably be a bit easier, since the midterm exams has been completed
4. The team will continue to self-study backend programming, next week will try to finish this work
5. Next week the first version of the database will be released, in time to serve the backend
6. Dramatically improved materials from previous weeks thanks to teacher feedback (use-case specs, vision document, project plan document)

7. Lessons learned:
1. Have the opportunity to interact with backend programming.
2. Know more about databases
3. Get acquainted with the professional working method
4. Get used to working under pressure
5. Know how to perfect a website (connect, sync)
6. Thanks to the teacher's feedback, recognize the shortcomings of the previous weeks