

SPRINT REVIEW MEETING - PA3



I. MEETING MINUTES

Date: May 17th, 2024 Time: 11am - 11:40am Location: University Campus	Attendance: <ul style="list-style-type: none">- Nguyễn Tấn Phát- Nguyễn Trọng Phúc- Nguyễn Dương Trường Sinh- Nguyễn Thị Ngọc Châm- Trần Minh Triết Absent: None
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II. AGENDA

- **Review the last sprint**
- **Team building**

1. REVIEW THE LAST SPRINT

- **What went well.**
 - Members are very effective and creative.
 - Tasks finish on time.
 - No one was absent from the meeting.
 - Tasks are more detailed.
 - Team leader had improved himself on group management .
- **What problems and what caused the problems.**
 - Sometime the internet doesn't work well .
 - The delays of each meeting (it was just 5 - 10 minutes, so we can handle it).
 - When we meeting online, the background noise is so loud, it makes some members with an awful Internet connection not hear anything.
 - Some tasks hadn't been done properly which made some other members fix them.
- **What can be done differently in the next sprint to improve the project?**
 - Set clear start and end times for meetings and encourage punctuality among team members. Consider using meeting agendas to keep discussions focused and efficient.
 - Utilize mute functions when not speaking and encourage members to use headphones to minimize distractions.
 - Implement regular check-ins to monitor progress and address any issues promptly. Encourage open communication among team members to share updates and collaborate effectively.
 - Offer training sessions or resources to help team members improve their skills and knowledge in areas where they may be struggling. Encourage peer support and collaboration to address any gaps in expertise.
- **What lessons we could learn?**
 - Proactive Problem-Solving: Addressing issues such as internet connectivity problems and meeting delays promptly can prevent them from escalating into more significant challenges. Being proactive in identifying and resolving issues improves project efficiency.

- **Adaptability and Flexibility:** Projects may encounter unforeseen challenges, such as technical issues or scheduling conflicts. Being adaptable and flexible allows the team to adjust plans and find alternative solutions to overcome obstacles.
- **Importance of Time Management:** Managing time effectively is crucial for meeting deadlines and ensuring project milestones are achieved. Setting realistic timelines and adhering to them helps maintain project momentum and prevent delays.
- **Collaborative Teamwork:** Encouraging collaboration and teamwork fosters a supportive environment where team members can leverage each other's strengths and expertise to achieve common goals.
- **Continuous Learning and Improvement:** Reflecting on past experiences and identifying areas for improvement enables the team to learn and grow. Implementing lessons learned from each project iteration helps enhance future performance and outcomes.