

Review Meeting Report

03/06/2023 – 17/06/2023

Group ID: 03

Project Name: **Coding Kittens**

Prepared by: **Phan Lý Bảo Hạnh**

Team members:

21127170 - **Nguyễn Thế Thiện** *Project manager, Server*

21127027 - **Đình Hoàng Duy** *Front end*

21127039 - **Phan Lý Bảo Hạnh** *Database*

21127056 - **Lâm Thiều Huy** *Server*

Time and date: 14h30 – 15h30 (GMT + 7), 16/06/2023.

Members present:

21127170 - **Nguyễn Thế Thiện**

21127027 - **Đình Hoàng Duy**

21127039 - **Phan Lý Bảo Hạnh**

21127056 - **Lâm Thiều Huy**

Members absent: none.

1. Review work:

No.	Work	Percent Complete
1	Team recruiting and registration	100%
2	Identify project theme and goals	100%
3	Identify programming languages, tools and environments	100%
4	Set up group information, communication channels, repositories and project management (Jira, GitHub, Google Drive, Slack)	100%
5	Write weekly meeting report template	100%
6	Write weekly meeting reports	100%
7	Write review meeting report	100%
8	Write planning meeting report	100%
9	Write project proposal	100%
10	Read PA1 - Google Drive and plan in advance what to do in the upcoming PA1.	100%

2. What went well:

1. Finalize the Review Meeting Report template and the report for PA0.
2. Finalize the Weekly Report template and the reports for PA0.
3. Complete the planning report and project proposal.

3. The difficulties:

1. Not familiar with, had more time adapting to new tools and working environments: Jira, GitHub.
2. Difficulty communicating with TA: some questions took a while for a response.
3. The meeting time and the next PA plan have not been clearly defined and fully agreed upon.

4. The reasons cause difficulties:

1. Jira software is quite complicated with complicated design in account creation and project management, and has too many features in front of users to create confusion for beginners.
2. According to the group, TA spends quite a long time responding to the group's questions.
3. The first week and the deadline for PA0 were moved to Saturday, and it is not known whether each of the following PAs is the same in terms of total execution time.

5. What can be done differently in the next sprint to improve the project:

1. Take a closer look at how to use Jira and GitHub software through the videos provided by TA.
2. Find new communication methods to get TA responses more quickly.
3. Create a schedule to not be late for a deadline.

6. What lessons we could learn:

1. How to divide work effectively.
2. How to effectively schedule work.
3. Knowledge of using new software to support the project.