

# Review Meeting Report

**17/06/2023 – 08/07/2023**

Group ID: 03

Project Name: **Coding Kittens**

Team members:

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

21127027 - **Đinh Hoàng Duy** *Front end*

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

21127056 - **Lâm Thiều Huy** *Server*

Time and date: 22h00 (GMT + 7), 07/07/2023.

Members present:

21127170 - **Nguyễn Thế Thiện**

21127027 - **Đinh Hoàng Duy**

21127039 - **Phan Lý Bảo Hạnh**

21127056 - **Lâm Thiều Huy**

Members absent: none.

## 1. Review work:

No.	Work	Percent Complete
1	Project Plan documentation	100%
2	Vision Document documentation	100%
3	Basic UML diagram of the project system	100%
4	Write weekly meeting reports	100%
5	Write review meeting report	100%
6	Write planning meeting report	100%
7	Read PA2 - Google Drive and plan in advance what to do in the upcoming PA2.	100%

## 2. What went well:

1. Every goal set for this sprint done successfully and in time for the sprint deadline.

2. Each task was done in details and have been reviewed carefully for content synchronizations, meeting requirements, writing mistakes and graphical designs.

3. Able to limit most of last sprint's problems, including having to include the task summarization in weekly meeting reports, which was missed in the last sprint.

### **3. The difficulties:**

1. Inaccuracies in setting deadlines and schedules due to not gathering enough information.

2. Unexpected work and contingencies.

3. Inability to grasp so many rules and requirements from the project manager on task assignments and teammates on requirements of each task.

### **4. The reasons cause difficulties:**

1. Some deadlines were not considered and calculated through that sometimes members had heavy workloads from other subjects.

2. Members were not used to or had little experience in doing professional paperwork and tended to forget some of the requirements at some point.

3. Some members were seen to be unable to catch up with the semester as an 'after-vacation effect', even though it had been a month into the semester.

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

1. Closely and correctly estimated tasks and deadlines.

2. Restrict task deadlines to not be late at night, never between 11pm and 9am, encouraging having enough sleep to avoid burnouts.

### **6. What lessons we could learn:**

1. How to schedule deadlines effectively.

2. How to estimate the weights of tasks.

3. More effective information, knowledge, schedule systemization and classifications.