Review Meeting Report

**23/07/2023 – 05/08/2023**

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), 04/08/2023.

Members present:

21127170 - **Nguyễn Thế Thiện**

21127056 - **Lâm Thiều Huy**

Members absent:

21127027 - **Đinh Hoàng Duy**

21127039 - **Phan Lý Bảo Hạnh**

**1. Review work:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Work** | **Percent Complete** |
| 1 | SAD 1 + 2 + 3 | 100% |
| 2 | SAD 4: Front-end | 100% |
| 3 | SAD 4: Server | 100% |
| 4 | SAD 4: Database | 100% |
| 5 | Use-case specification readjustments | 100% |
| 6 | Weekly meeting report week 1 | 100% |
| 7 | Weekly meeting report week 2 | 100% |
| 8 | Review and planning meeting reports | 100% |
| 9 | Project development | 30% |

**2. What went well:**

1. All necessary tasks for this sprint are done to hand in in time.

2. The Software Architecture Document (SAD) has been with multiple discussions and received a lot of ideas from members as all members were active in contributing as it would affect the project a lot.

**3. The difficulties:**

1. The team had to focus on finishing the necessary tasks and left project development tasks not progressed as expected.

**4. The reasons cause difficulties:**

1. Extreme workloads from multiple simultaneous projects from subjects and works were very tight on schedule.

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

1. Have the project development speed up even more during the next sprint, with frequent checking and supervising on the progress.

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

1. Bringing up problems and solving together helps a lot in keeping everyone calm and informed, in the current state where everything is in a hurry, leadership tends to be the most important in these cases, both mentally and physically.