Group Meeting Agenda

For the group meeting that will be held on 29th April 2022

|  |  |
| --- | --- |
| **Chair** | Ying Liao |
| **Expected Attendees** | Ruwen Yi,  Yuhao Wang  Yingyu Wei |

# 1 Meeting Topics

* 1. Last Meeting Follow-up

The tutor delayed the workshop to next week, so we have more time to refine the Milestone 1 report.

* 1. New Businesses

This is a sprint retrospective meeting, the main purpose of this meeting is to summary the past sprint and figure out what went well and what needs improvement.

# 2 Presentation Content

As the last meeting of the Sprint 4, we decided to let everyone present the following contents:

* Sprint Summary
  + What work did we accomplish this week？
  + What work was left incomplete?
* What went well？
  + What processes helped the team achieve its goal?
  + Did the team try anything different this week?
  + Celebrate wins. Note decisions.
* What needs improvement?
  + What processes got in the way of work?
  + What frustrations did the team have?
* What changes can we make for next time?
  + What process changes need to be made?
  + Note decisions and assign ownership.