**REVIEWING MEETING REPORT**

**Date: Friday, July 21, 2023**

Group ID: GaoRangers

Project name: Comics World

Prepared by: Ngô Quốc Quý

Team members:

21127183 – **Phạm Phú Toàn**

21127047 – **Nguyễn Trần An Hòa**

21127665 – **Nguyễn Thuận Phát**

21127638 – **Tô Khánh Linh**

21127679 – **Ngô Quốc Quý**

1. **Summary:**

* Number completed tasks: 18/18
* Number uncompleted tasks: 0/18

| No | Member | Tasks Complete |
| --- | --- | --- |
| 1 | Phạm Phú Toàn | 100% |
| 2 | Nguyễn Trần An Hòa | 100% |
| 3 | Tô Khánh Linh | 100% |
| 4 | Nguyễn Thuận Phát | 100% |
| 5 | Ngô Quốc Quý | 100% |

1. **Discussion:**

**Pros:**

* Communication among team members is good.
* Team members participated in meetings on time, no one was absent.
* Tasks are noticed clearly, and are divided for team members equally.
* The team leader’s suggestions for team members contribute to completing tasks more effectively.

**Issues**: none

**Cons**:

* The lack of knowledge about the technologies and experiences in the process of creating a software product.
* The difficulty of allocating time to do tasks.

1. **Notes:**

* Every member continues to learn more about the technologies related to the project