# **Retrospective Meeting Report – Sprint 1**

# Attendees

* Lam Koang Yong
* Lee Chan Guan
* Lee Hwei Sheen
* Lim Chye Yik
* Teoh Eng Sin

# What We Did

* Completed Inventory Module
* Completed Report Module
* Completed Payment Module
* Review Meeting with customer for Sprint II

# What Went Well

* Successfully completed planned user stories within the timeline
* Customer satisfied with most of the outcome.
* Successfully deliver the product to customer

# What Can Be Improved

* Held Q&A session with customer ask customer for feedback and improvement.
* Make sure to achieve completeness of the software.
* Team member should be more talk active during daily meeting
* Do code refactoring when possible
* Create a self-approach environment for the developer ensure they stay motivated.

# What We Should Not Do

* We should not deliver non-fully functional software to customer.
* We should not skip documentation, the essential information should be documented.
* We should not skip any daily scrum meeting. Very important to keep track of project progress.
* We should not work overtime. Team member should achieve a minimum velocity and not exceed the maximum velocity at the same time.