Review Report Sprint 1
26/05/2025 – 02/06/2025

Group ID: **05**
Project Name: **SoulNote**
Prepared by: **Huỳnh Văn Sinh**

Team members:
23127262- **Lý Quốc Thạnh** *Team Leader – Implementor – Business Analyst*
23127109- **Nguyễn Lê Quang** *Implementor – Business Analyst – Tester*
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23127515- **Nguyễn Tấn Văn** *Implementor – Designer – Tester*

1. What went well

- Team members proactively shared their progress and supported one another.
- The Use-case Model and detailed specifications were completed on time.
- The sprint helped improve everyone's understanding of the system flow and SoulNote's structure.
- Task management tools (Google Sheet, Zalo, GitHub) were used more effectively than in the previous sprint.

2. What went wrong

- Some members were not familiar with how to describe use-cases in detail, leading to repeated revisions.
- Initial task distribution was unbalanced, causing workload issues for certain members.

3. Problems and causes

- **Problem:** Miscommunication led to incorrect task execution.
  Cause: Lack of proper meeting notes and confirmation after discussions.
- **Problem:** Delays in some documentations.
  Cause: Some members were not familiar with the formatting templates and had to learn and revise several times.

4. What Can Be Done Differently

- Clearly define task objectives and expected outcomes, and provide template references at the start.
- Conduct short daily check-ins (via group chat) to share individual progress.
- Allocate tasks more evenly to avoid overloading certain members.

5. Lessons Learned

- Each team member must be more proactive in asking, clarifying, and confirming tasks.
- Agreeing on common formats early helps reduce wasted time later.
- Completing use-case specifications early supports smoother development in UI, database, and backend phases.

Review Report Sprint 2

02/06/2025 – 15/06/2025

Group ID: **05**
Project Name: **SoulNote**
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Team members:
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1. What went well

- Revised Vision and Project Plan documents were completed with highlighted updates and revision history as required.
- Sprint 2 backlog was clearly planned and evenly assigned to all members with estimated effort.
- Use-case diagrams were effectively designed using draw.io, and aligned closely with the functional requirements.
- Team collaboration improved, with daily check-ins being implemented successfully.
- Members showed better understanding and fluency in writing use-case specifications based on the feedback from Sprint 1.

2. What went wrong

- Some estimated efforts in the Sprint 2 backlog were not realistic and had to be adjusted mid-sprint.
- Diagram formatting inconsistencies led to rework in the use-case specification document.
- A few members struggled with breaking down complex flows into alternate flows properly.
- Some proposed feature ideas were interesting but lacked clarity on how to implement them during this sprint.

3. Problems and causes

- Problem: Task estimation inaccuracies.
  Cause: Members lacked past references to estimate technical tasks precisely.
- Problem: Use-case diagram formatting had to be redone.
  Cause: Team did not align on a unified design standard before implementation.
- Problem: Some use-case specifications lacked clarity in alternate flows.
  Cause: Limited experience with writing complex conditional logic.
- Problem: Some proposed features could not be implemented immediately.
  Cause: Technical requirements were not clearly defined, and the team lacked sufficient knowledge to implement them within a short sprint timeframe.

4. What Can Be Done Differently

- Review and discuss estimation strategies in advance to improve accuracy.
- Set clear visual design guidelines for diagrams at the beginning of the sprint.
- Conduct peer reviews for all use-case specifications before submission.
- Maintain a shared example library for templates and completed use-cases.

5. Lessons Learned

- Having a common structure and formatting agreement early saves time later.
- Estimation becomes easier with more shared knowledge and task history.
- Peer review is a powerful tool to detect issues early in documentation.
- Visual tools and written specs should be reviewed together to ensure consistency.