

REVIEW MEETING for Sprint 1

26 OCTOBER 2023 / 09:45 PM / on Google Meet

ATTENDEES

1. Nguyễn Tuấn Đạt - 21120172 (PM)
2. Nguyễn Đình Ánh - 21120171
3. Lê Minh Huy - 21120177
4. Triệu Hoàng Thiên Ân - 21120036
5. Bùi Đình Bảo - 21120201

=> **Present: 5/5 team members.**

AGENDA

Sprint goals

- Draft an initial version of the **project plan**.
- Prepare an initial version of the **vision document**.
- **A planning meeting, weekly meetings, a review meeting.**
- Technical training for team members.

Completed tasks

- Draft an initial version of the **project plan**.
- Prepare an initial version of the **vision document**.
- **A planning meeting, weekly meetings, a review meeting.**
- Basic tech-training for team members.

Uncompleted tasks

- Cannot fully train the technologies for the team members.

ACTION ITEMS

- Fix some spelling errors in the documentations in order to prepare the best for the submission file.

- Give feedback about the documentations.

SELF-EVALUATION

Achievements	Challenges
<ul style="list-style-type: none"> • All demonstrate good collaboration and communication. • All of the members met most of the deadlines on time. • Several team members have shown exceptional performance in their respective roles. 	<ul style="list-style-type: none"> • The project timeline has been challenging due to the simultaneous academic subjects. • The team has encountered difficulties in updating and utilizing certain technological tools and frameworks required for the project. • The team's strategy for executing the software project may not have been optimal, as this is the first experience for all team members in managing a software project. • There has been a lack of clarity in understanding the customer's (in this case, the teacher's) needs. • The team members' limited familiarity with football-related aspects has led to a lack of understanding about the most specific needs for a football tournament website.

=> Recommended solutions:

- Improve time management for task handling.
- Boost training for skill acquisition and code implementation.
- Improve communication with customers/teacher for quick problem identification and correction.
- Increase proficiency in necessary tools and frameworks.
- Learn from past mistakes and adjust strategies accordingly.
- Improve collaboration to work with hard task completion.

NEXT SPRINT

- **Next sprint:** Sprint 2.
- **Time:** 28/10/2023 - 18/11/2023.
- **Planning meeting date:** 30/10/2023, on Discord.
Link for the meeting will be announced later.

Meeting minutes recorder: Nguyễn Đình Ảnh

Evidence of the meeting:

