

===== 24/6, Sprint 1 =====

Team members present:

- Lê Trần Hoàng Phúc
- Lê Nguyễn Phương Nam
- Võ Đăng Huy
- Phạm Phúc Lộc
- Mạc Lê Đức Minh

### **What went well?**

- [Lê Trần Hoàng Phúc]: One thing that went well was that we were able to stay on schedule throughout the entire sprint. Despite any challenges we faced, we managed to complete all the planned tasks within the allocated timeframes.
- [Lê Nguyễn Phương Nam]: We achieved a great balance between work and time. This helped us maintain stability and improved our ability to forecast during the product development process.
- [Phạm Phúc Lộc]: Being on schedule allowed us to maintain a good rhythm and meet our sprint goals effectively.
- [Võ Đăng Huy]: Another thing that went well was that our active members took the initiative to learn new languages. They showed dedication and enthusiasm in expanding their skills, which can benefit the team in projects.
- [Mạc Lê Đức Minh]: The commitment of our active members to learn new languages demonstrates their proactive approach to personal and professional development, enhancing our team's overall capabilities.

### **What to improve?**

- [Lê Trần Hoàng Phúc]: One area we can improve is by starting to work on the project sooner. By initiating work earlier, we can mitigate any unexpected delays and have more time for thorough testing and refinement.
- [Lê Nguyễn Phương Nam]: In addition, we should make a more specific plan that includes clear milestones, deadlines, and allocated resources. This will help us stay on track and avoid confusion.
- [Phạm Phúc Lộc]: Another aspect to improve upon is breaking down complex tasks into smaller, manageable ones. This approach allows for better tracking, collaboration, and easier identification of potential issues.

- [Võ Đăng Huy]: I suggest enhancing communication and collaboration within the team. This includes regular status updates, clear task assignments, and fostering an environment where everyone feels comfortable asking for help or sharing ideas.
- [Mạc Lê Đức Minh]: Lastly, we should prioritize continuous learning and skill development. By staying updated with the latest technologies and industry trends, we can bring innovative solutions to our projects and improve our overall performance

### **Action items?**

There are 3 actions needed that our team decide to improve:

1. Start working on the project sooner:
  - Assign a team member to conduct an initial project analysis and gather requirements before the official start of the sprint.
  - Plan a sprint planning meeting earlier to provide enough time for task allocation and breakdown.
2. Break jobs into smaller tasks for easy handling:
  - Schedule time during the sprint planning meeting for task decomposition, which involves dividing larger tasks into smaller, easier-to-manage subtasks.
  - Encourage team members to collaborate and provide input during the task breakdown process to ensure a comprehensive approach.
3. Enhance communication and collaboration within the team:
  - Implement a daily stand-up meeting to promote quick updates, identify difficulties, and encourage teamwork.
  - Use a team collaboration tool or project management software to concentrate communication and task tracking, ensuring transparency and visibility for all team members.