

===== 5/, Sprint 4 =====

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]: focus on maintaining the balance between work and time management as well.

[Lê Nguyễn Phương Nam]: we continue our success in staying on schedule. This will help us maintain a consistent pace and ensure timely completion of all planned tasks.

[Phạm Phúc Lộc]: We maintain a good rhythm and effectively meet our sprint goals.

[Võ Đăng Huy]: encourage our active members to continue taking the initiative to learn new languages. Their dedication and enthusiasm for expanding their skills.

[Mạc Lê Đức Minh]: We continue to foster the commitment of our active members to learning new languages.

What to improve?

[Lê Trần Hoàng Phúc]: we should enhance our communication and collaboration within the team. This will ensure better coordination and alignment of efforts, leading to smoother progress and reduced potential bottlenecks.

[Lê Nguyễn Phương Nam]: Let's aim to improve our estimation accuracy in Sprint 2. By refining our forecasting abilities and considering potential challenges or dependencies more thoroughly, we can enhance our planning and execution processes.

[Phạm Phúc Lộc]: Building on our success in staying on schedule, we should also focus on optimizing our work efficiency in Sprint 2. This could involve identifying areas for automation, streamlining processes, or leveraging tools to increase productivity.

[Võ Đăng Huy]: In Sprint 5, let's encourage knowledge sharing among team members to ensure that the new languages learned by active members benefit the entire team. This can be achieved through code reviews, pair programming, or regular knowledge-sharing sessions.

[Mạc Lê Đức Minh]: To further improve in Sprint 5, we should foster a culture of continuous learning and growth within the team. Encouraging everyone to explore new technologies, and share insights will contribute to our collective expertise.

Action items?

There are 2 actions needed that our team decide to improve:

1. Enhance Communication and Collaboration: The team can establish regular stand-up meetings or check-ins to foster better communication and collaboration. This will provide an opportunity for team members to discuss progress, share updates, and address any blockers or dependencies
2. Knowledge Sharing Sessions: Organize regular knowledge-sharing sessions, where team members can present and discuss the new languages or technologies they have learned. This will facilitate cross-learning and enable the team to benefit from each other's expertise, ultimately improving the overall skillset and effectiveness of the team.