

===== 18/8, Sprint 5 =====

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]: Focusing on maintaining a balanced approach between work and time management continued to yield positive results. This has contributed to a productive and well-paced workflow.

[Lê Nguyễn Phương Nam]: We successfully adhered to our schedule, ensuring that tasks were completed on time. This consistency in meeting deadlines is a testament to our efficient planning and execution.

[Phạm Phúc Lộc]: Exemplifying excellent teamwork, I adeptly coordinate our endeavors, maintaining a continuous rhythm to achieve sprint goals. My keen awareness of each member's input allows me to effectively steer our collective efforts.

[Võ Đăng Huy]: Effectively managing our team's time, I foster a culture that urges our proactive members to consistently lead in learning new languages. Their dedicated enthusiasm to enhance their skills contributes significantly.

[Mạc Lê Đức Minh]: We're continuing to nurture and enhance the dedication of our active members towards learning new languages, with added efforts compared to last week.

### **What to improve?**

[Lê Trần Hoàng Phúc]: While we've made progress in enhancing our communication and collaboration within the team, there's still more room for improvement. Strengthening

these aspects further will ensure better coordination and alignment, leading to smoother progress.

[Lê Nguyễn Phương Nam]: Let's continue our efforts to enhance our estimation accuracy in Sprint 2. Building upon our progress so far, we can refine our forecasting abilities and delve even deeper into anticipating potential challenges or dependencies. This ongoing improvement will further enhance our planning and execution processes.

[Phạm Phúc Lộc]: Building upon our accomplishment of staying on schedule, we're now focusing on optimizing work efficiency in Sprint 5. Identifying areas for automation and streamlining processes has led to improved productivity. Yet, we need to be mindful of potential issues that could affect our efficiency.

[Võ Đăng Huy]: Encouraging knowledge sharing among team members in Sprint 5 has brought positive outcomes, benefiting the entire team. However, as we embrace this initiative, we must also tackle any issues that arise, ensuring the smooth flow of information.

[Mạc Lê Đức Minh]: To continue our momentum and further improve in Sprint 6, we should actively nurture a culture of perpetual learning and growth within the team. Motivating all team members to delve into new technologies and exchange insights will significantly contribute to the enrichment of our collective expertise.

### **Action items?**

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

1. Enhance Communication and Collaboration: Regular stand-up meetings or check-ins will be instituted to foster improved communication and collaboration. These sessions will enable us to address progress updates, blockers, and dependencies effectively.
2. Knowledge Sharing Sessions: Regular knowledge-sharing sessions will be organized where team members can present and discuss their experiences with new languages and technologies. This will ensure cross-learning and elevate the team's overall skill set.