

The Review Meeting will be held at Zoom on June 5, 2022 at 15:00

Attending members:

- ❖ Nguyen Hoang Luan
- ❖ Cao Nhat Duc
- ❖ Huynh Ngoc Son
- ❖ Nguyen Dang Manh Tu
- ❖ Doan Huu Loc

Meeting content:

- ❖ Re-evaluate the team's work process through the last Sprint 1.
- ❖ Outlining the advantages, disadvantages and solutions to improve the working process as well as the team's results.

Meeting results:

- ❖ Advantages:
 - All members do their assigned tasks and complete them on time.
 - Good use of tools to support teamwork:: Trello, GG Drive, GG Docs, Slack
 - The cooperation between the members is done relatively effectively
- ❖ Wrongs:
 - Leader has not really focused on the upcoming work of the group to do.
 - The leader does not clearly define the specific work and has not described exactly what the content of the work assigned to the members is.
- ❖ Solutions to improve work (next sprint):
 - Leader will have to spend a lot of time on the next PA.
 - List the tasks that need to be done for the members in a specific and detailed way.
 - Try to split the work for each city. Avoid the case of one job but two members doing it like the last sprint 1.
 - Take advantage of the work in 1 sprint 3 days before the specified date. That will help team members avoid pressure and achieve high work results.

Meeting review:

- ❖ Leader honestly admitted his mistake and gave a way to deal with his situation.
- ❖ Members attend meetings on time.
- ❖ At the end of a sprint, the interaction between members increases.

