

The Review Meeting will be held at Zoom on June 18, 2022 at 8 pm

Attending members:

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

Meeting content:

- ❖ Review the work done in the last Sprint 2
- ❖ What is the advantage?
- ❖ What are the disadvantages?
- ❖ What issues need improvement?

Meeting results:

- ❖ Advantages:
 - The members have successfully completed the assigned tasks.
 - The coordination between members is effective.
 - Clear division of work.
 - Good use of Git and GitHub tools.
- ❖ Wrong:
 - Leader has not completed the training code for other members to follow.
 - No training code compared to the previously set time of the group.
- ❖ Improvements:
 - Organize the Planning Meeting as soon as possible to divide the work quickly and promote the members to complete the assigned tasks early.
 - Regularly exchange questions and concerns on Slack.
 - Members who do not meet the schedule need to fix their own errors and the Leader can help the late member to keep up with the schedule.
 - The deadlines set will be 3 days before the project's deadlines to prevent member schools from making progress on time.
 - Members need to spend a lot of time on training code because after this sprint will start to code some basic functions of the website.

- Leader needs to spend time on training code and organize members more rationally.

Meeting review:

- ❖ The members had a brief understanding of the work to be done in the next sprint.
- ❖ Meeting on time and focusing on meeting quality.