**Retrospective Meeting Notes (Sprint 1)**

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| **What worked well in the last sprint?** |
| 1. Every team member is able to complete their task within the timeframe. 2. 4 Epics and 14 User stories are able to be finished on time and delivered to customers. 3. All user stories that delivered to customer are accepted and fulfilled customer requirement satisfaction. 4. Teamwork and collaboration among team members went well without any major problems. 5. Communication among team members and customers are well-established and no major issue. |

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| **What did not work well in the last sprint?** |
| 1. Minor conflict between team members in analyzing the user stories. 2. One of the team members not punctual in attending daily scrum meeting. 3. Customer still has some confusion in specifying the requirement needed. |

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| **Improvement for the next sprint** |
| 1. Hope no conflict between team members in analyzing the user stories. 2. Be punctual in attending every daily scrum meeting. 3. Further discuss with customer to specify the requirements more detailed. |