=========== 04/06/2022 at 2:00 P.M, Sprint 1, Meeting on Slack ===============

Team members present:

- Lê Trọng Anh Tú
- Nguyễn Thiện Nhân
- Phan Tuấn Khải
- Lê Đăng Khoa

Team members absent: None

What went well:

- PA1 was completed ahead of time
- Everyone at the meeting is on time and the meeting moves quickly
- The workload distribution is reasonable and each member's capacity is appropriate

What to improve in the next Sprint:

- Training objectives for Web-coding classes need to be included so that everyone may grasp the fundamentals before moving on to official coding.
- When working on Google Docs, the arrangement of the content is a bit messy, it takes a while after finishing to adjust the layout properly.

What we study from this Sprint:

- Know how to teamwork and how to do it online through Google Docs
- Know what the project do and the meaning of project
- Know what is the organization of the team
- Know the basic idea about what we have to do in this project
- Know the users and competitions/alternatives of this system
- Features which will do in this project

Summary of the meeting:

- Review what we do well, what we need to improve in next Sprint and what we achieve when doing this Sprint
- Check all documents in this Sprint and submit them to Moodle
- Prepare for Planning Meeting in Sprint 2