

The Review Meeting will be held at Zoom on March 31, 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 0
- ❖ What is the advantage?
- ❖ What are the disadvantages?
- ❖ What issues need improvement?

Meeting results:

- ❖ Advantages:
 - Create storage spaces for project work.
 - Effective use of tools: Docs, Trello, Slack, GG Drive
- ❖ Wrongs:
 - The members do not have good coordination.
 - Leader has not held a full meeting.
 - Leader has not clearly assigned tasks to members.
- ❖ Improvements:
 - Leader needs to spend a lot of time preparing the work for the members.

Meeting review:

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