

MEETING MINUTES

SPRINT 1 RETROSPECTIVE

Date: November 6, 2025

Time: 12:00 PM

IN ATTENDANCE

Ngoc Nguyen, Thanh Nguyen, Nhut Vo, Hoang Vu

PURPOSE

The purpose of this meeting was to reflect on the team's performance during Sprint 1 - to identify what went well, what could be improved, and to define actionable steps for enhancing collaboration and productivity in the next sprint.

SPRINT FOCUS

Prototype design, presentation preparation, project environment setup, and documentation (user stories & backlog).

WHAT WENT WELL

- Strong teamwork and consistent communication during daily stand-ups.
- Prototype and documentation were completed according to the sprint goal.
- Team members supported each other and adapted well to challenges.
- Tools like Trello and Figma helped improve coordination and task tracking.

WHAT COULD BE IMPROVED

- Time estimation for design and documentation tasks needs to be more accurate.
- Limited Figma experience caused minor delays in prototype completion.

ACTION ITEMS FOR NEXT SPRINT

- Improve task estimation and sprint planning accuracy.
- Begin implementation earlier in the sprint.
- Maintain regular updates on Trello for better progress tracking.