MEETING MINUTES

SPRINT 2 RETROSPECTIVE

Date: November 20, 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 2 – to review implementation progress, discuss what went well, what could be improved, and define concrete action items for the next sprint, based on the 4Ls retrospective (Liked, Learned, Lacked, Longed For).

SPRINT FOCUS

Back-end implementation (MongoDB + CRUD APIs), front-end integration with new APIs, setting up the Chat AI feature, and keeping user stories and backlog aligned with the sprint goal.

WHAT WENT WELL (Liked)

Regular Daily Scrums with everyone joining, sharing what they did, what they will do, and any blockers.

Clear task division: Ngoc and Thanh focused on the front-end, while Nhut and Hoang worked on the back-end.

Team members supported each other when someone finished early or got stuck.

Web-course content and weekly exercises helped the team solve technical problems faster.

Trello was actively used, so everyone could see tasks in To Do, In Progress, and Done, improving transparency and coordination.

WHAT WE LEARNED (Learned)

Learned how to handle Git conflicts better and use branches more safely.

Improved understanding of how to design cleaner front-end and back-end structures.

Realised which features/endpoints could be simplified or removed to stay on schedule.

WHAT COULD BE IMPROVED (Lacked)

Time for testing and refactoring was not enough, especially toward the end of the sprint.

Some API endpoints lacked detailed documentation, which made integration slower.

WHAT WE LONGED FOR (Longed For)

More time and resources for front-end work, since UI and integration tasks were heavy.

Even earlier communication when someone was blocked, so issues can be solved faster.

ACTION ITEMS FOR NEXT SPRINT

Improve time estimation and split large tasks (especially front-end) into smaller, clearer items.

Reserve dedicated time for testing and refactoring before the sprint ends.

Write short documentation for key APIs (endpoint, method, request/response examples).

Encourage earlier communication of blockers in Daily Scrums and on Trello.

Start front-end implementation earlier in the sprint to balance workload with back-end tasks.