

# 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.