

GROUP 08: SESlay

SPRINT REVIEW MEETINGS

Sprint 3

7:00PM, 28/11/2023

Attendees

- 21127004 - Tran Nguyen An Phong (Business Analyst, Database Dev)
- 21127118 - Lam Thanh Ngoc (Designer, Frontend Dev)
- 21127135 - Diep Huu Phuc (Backend Dev, Tester)
- 21127173 - Nguyen Thien Tho (Project Manager, Backend Dev)
- 21127677 - Vo Pham Thanh Phuong (Frontend Dev, Tester)

What went well

- Assigned tasks were completed punctually.
- There aren't many problems during meetings, communication among members is getting better.
- The members all clearly understand the group's work and general ideas and are on the right track.

What went wrong

- Lack of guiding documentation on the PA3 topic.
- Insufficient Direct Communication Among Team Members.

What were the problems and their causes

- Team members are lacking information about the PA3 topic causing the team to do tasks that are irrelevant to the topic at first and wasting a lot of time.
- Reason for Misunderstandings in the Team: The lack of direct communication sessions contributed to misinterpretations of project concepts and strategies, causing delays due to the need for document revisions and clarifications and causing poor collaboration performance between Frontend and Backend.

What can be done in the next sprint to improve the project

- Pre-research Process: There must be a research process being executed first in every sprint for team members to have a better understanding on the sprint topic and therefore avoiding any misleading and keeping the team on track better both on communication and problem solving.
- Pushing Direct Communication: Schedule more frequent and structured face-to-face or virtual meetings. This will ensure all team members are on the same page and help to clarify any misunderstandings promptly and to facilitate better understanding and coordination between Frontend and Backend teams.

What lessons could we learn

- Importance of documentation: Documentation is essential to quality and process control, which helps the team to identify the problem of the topic easier and knowing how to clarify the output.
- Importance of Effective Communication: The challenges faced highlight the critical role of communication in team dynamics and project success. Effective communication not only prevents misunderstandings but also fosters a collaborative environment.
- Proactive Problem-Solving Approach: The issues encountered underscore the need for a proactive approach to identify and resolve potential problems early. This involves regular check-ins, open feedback channels, and a willingness to adapt strategies as needed.