Meeting Minute Template

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| **Meeting Title** | Sprint Reviews |
| **Date & Time** | 26th Feb 2024 |
| **Location**  **(in-person/online)** | In front B05 |
| **Attendee (participant)** | 1. Him Hey ( Project Manager) 2. Sovanchansreyleap KHENG (Tutor) 3. Rath Samreth (Scrum Master) 4. Radit Thy ( QA) 5. Khlop Veak (Code Quality) 6. Neredy Loem (Devops) 7. Leysreng Ol (Git Manager) |
| **Agenda:** | 1. Presenting all the story that you have in sprint 01 [5mn]  2. Presenting all the tasks that you have done in sprint 01 [5mn]  3. Presenting all the tasks that you haven't done in sprint 01 [5mn]  4. Demo application [30mn]  5. Feedback and reflection [10mn] |
| **Action Items** | 1. As a developer I want to have my database ERD design ready to make the coding process become more easier to process  * Neardey,Rath  1. As a developer I want to have my coding environment ready to test  * Leysreng  1. As an admin user I want to login and logout of the the system  * Veak  1. As an admine user I want add users to the system give them postions as well as roles  * Leysreng  1. As an admin I want to be able to approve or reject my team member requests  * Radit  1. As user I want to be able to change my profile Image  * Rath  1. As a user I want to be able to upload my profile image  * Rath  1. As a user I want to display my profile Image  * Rath  1. As an admine user I want to Add new leave types  * Neardey  1. As an admin user I want to delete the leave type  * Veak  1. As an admin user I want to edit the leave type  * Radit  1. As an admin user I want to clear all employee requests when we reached the end of the year  * Rath |
| **Tips** | * Before the meeting:   + Share tasks among team members as     - Presenter ( Rath, Radit)     - Time keeper (Laysreng)     - Note taker(s) (Veak, Nereday)     - Email writer (Rath) * During the meeting: * After the meeting:  |  |  | | --- | --- | | POINTS TO IMPROVES | | | 1. EMAIL | * This with teams before send the email * Need to reply the email members in teams | | 1. PRESENTATION | * The first need to introduce the name, teams, group…. * Presentation about roles on teams members * Presentations about positions, what they do on them roles * Must be speak clear, and loudly * Presentation by powerful, make it interest to audience, avoid speak by lost confidence. * Need to speak together, not speak alone. | | 1. ABOUT FEATURES | * Presentation what we had done, what we need to do to next sprint | | 1. SOFT SKILLS | * Need to clear goals about presentation * Know about presentation, who are importance for presentation to? * Show the result applications to project manager, Tutor * Pay attention while teacher speaking or feedback * Speak need to clearly, loudly | | 1. COMMIT | * Commit is not clear yet * When commit code, Ref, Imp, Update, Fix……, is need to input ID Jira tasks that we do on it. * Use clear remark ( spelling) | | 1. NOTE | * Improve presentations * Speak together | |  | * Need to know the purpose of meeting * Need to know the purpose of your presentation * Discuss and be ready for sprint review * Improve for presentation( speak loudly, demo) * Introduce yourself and your team (role, and your application) * When you answer you have done you need to tell and show your references * Git ( commit id, spelling remark, message) | |