Meeting Minute Template

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| **Meeting Title** | Sprint 3 Reviews |
| **Date & Time** | 26th March 2024 |
| **Location**  **(in-person/online)** | 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** |  |
| **Tips** | * Before the meeting:   + Share tasks among team members as     - Presenter ( Rath Samreth , Radit Thy)     - Time keeper (Veak Khlorp)     - Note taker(s) (Leysreng Ol, Neredy Loem )     - Email writer ( Rath Samreth ) * During the meeting: * After the meeting:  |  |  | | --- | --- | | POINTS TO IMPROVES | | | ABOUT FEATURES | * Leave request need to improve on start date and end date need to prevents it * Think prevent the error | | SOFT SKILLS | * Improve communication, problem solving From VC1 to until VC2. | | FEEDBACK | * Good points * Give business concept to user * Provide easy ways for use * Should keep good points to good from VC1 to VC2 to good. * Keep growing in team * Help team to each other | |