Meeting Minute Template

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| **Meeting Title** | VC2\_1st Sprint Review |
| **Date & Time** | June 28th 2024  09:00am – 10:00am |
| **Location**  **(in-person/online)** | Old ERO’s room |
| **Attendee (participant)** | **Teachers:** Him HEY and Sokhom HEAN  **Students:** Senghak CHHUN, Chan Nich NOEURN, ChhunEii OEUY, Rady DOEURN, Neardey LOEM and Sokunthea POEUN |
| **Agenda:** | • Demo what we have done in sprint 1  • Evaluate about system by project manager  • Teachers give us tips to make our project better. |
| **Tips** | Before the meeting:   * Assign tasks to team members: * Senghak CHHUN (Presenter) * Neardey LOEM (Note Taker & Email sender) * ChhunEii OEUY (Note Taker) * Rady DOEURN (Time Keeper) * Nich NOEURN (Time Keeper) * Sokunthea POEUN (Time Keeper)   During the meeting:   * Show our user story of sprint 1 on Jira * Demo achievement that completed in sprint 1 * Receive feedback from the teacher.   After the meeting:   * Reconvene as a team to discuss any mistakes made. * Explain team member to improve about how to commit in GitHub * Try to divide to small task |
| **Feedback** | * **Coach (Him HEY)** * Have to explanation about achievement in project * Show about user story and give solution * Don’t present about task that each member have done * Write user story and sub task clearly and easy to understand * Improve more about how to write command commit in GitHub * **Tutor (Sokhom HEAN)** * Collect all member’s subtask have done before meeting * Explanation about achievement * Improve English explanation * Don’t depend on only scrum who present * Encourage member in team present next meeting  1. Detail about achievement.  * Don’t have conflict in team * Have done a lot subtask * Good communication with team member * Inviting coach and tutor to join meeting sprint review and retrospective get good feedback.  1. What did not go well? (challenges)  * GitHub: have error a lot when team member push code and commit. We try to solve it together. * Do not know the process of code in frontend folder; do not know where to start to write code. * Confused file to do the project and then she tried to research and solve it by herself. * Do not understand about process of subtask. We try to research and discuss together. * Have problem with computer  1. What we have learnt  * Teamwork: how to work in group * Many idea: exchange idea to each other * Learn about the process of our project * Can review the old lesson to start in our project.  1. Point to improve  * Improve our English speaking * Improve demo of sprint review. |