4rs meeting with mentor

Meeting Notes 27.02.2025

1. Progress Tracking

- How can our mentor track our progress?
    - Using a **Kanban board** for transparency.
    - Evaluating whether we are using it effectively.

2. Team Organization & Communication

- Current tools:
    - **Telegram chat** for discussions.
    - **Live meetings** for more in-depth conversations.
- Discussion points:
    - Are our meetings productive?
    - Should we reduce the frequency of meetings?
    - Exploring alternative ways to make meetings more efficient.

3. SCRUM & Agile Practices

- Have we tried incorporating **SCRUM activities**?
- Using chat for **daily check-ins** (SCRUM's three questions).
- Should we adopt more **SCRUM methodologies**?

4. Current Work & Goals

- **Current focus:** Working on **requirements** and **UI prototype**.
- **Goal:** Prepare a UI prototype before the customer meeting.
- **Issues with SCRUM sprints:**
    - Are we setting **clear sprint goals**?
    - How can we improve **sprint planning and execution**?

5. Time & Mood Tracking

- How should we **track time** spent on the project?
- Ensuring **accurate time tracking**.

- **Mood tracking** as a tool for improving team well-being.

6. Improving Analysis & Documentation

- **Creating artifacts** from meetings for better follow-ups.
- **Analyzing bootcamp questions** to extract key insights.
- Identifying **missed insights** from past meetings.

7. Next Steps & Action Items

- Define **optimal meeting frequency** for efficiency.
- **Processes are critical!** We must refine them.
- Consider **storing documentation in Git** for easy access.
- Think about **who should organize meetings** and how to prepare structured agendas.
- **Control meeting time** to ensure effectiveness.
- Once processes are established, **focus on team well-being**.
- After reviewing our notes, assign **tasks in Kanban** and possibly another tracking system.

🟢 Active Notes (Discussion for Next Meeting)

- **Review how the agenda preparation and time tracking worked** during this meeting.
- Discuss potential **SCRUM sprints** and whether we should implement them.
- Evaluate **meeting organization**, including who should handle agendas and structure.