Review :

Team organisation

We've done 3 meetings at "moka3b"

Total of 5 hours (2 – 1.5 – 1.5)

All team members attended

1. *Kholoud Singab*
2. *Sarah Tarek*
3. *Esraa Shata*
4. *Saga Mohamed*
5. *Esraa Eid*
6. *Alaa Eid*

Other people attend the meeting

1. *Mennah Mohsen*
2. *Yara ahmed farouk*
3. *Mohamed tarek*

Completed tasks:

* *New version for our plan*
* *Schedule a timeline for each sprint*
* *Design the backlog for the product and every item estimated time*
* *Describe the features in the project*
* *Match each user story with a feature*
* *Designed a sketch for the website*

Delayed tasks:

* *The logo design hasn't finished yet and shifted for the next sprint*

Good Politices :

* *Deadline for team members to finish their tasks before the actual deadline .*
* *One member have to collect the data from all team member before each meeting.*
* *Invited people not in our team to have another opinion about our work.*
* *Searching is required before doing any task.*

Bad politices :

* *The estimated time for sprint wasn't enough*