**9.1**

* **Completed tasks:** Drafted the project description, user stories, and product backlog items.
* **Next steps:** Finalize the PPT presentation.
* **Improvements:** The group’s progress and task distribution are going well, no improvements needed at this stage.

**9.2**

* **Completed tasks:** Refined and updated the project introduction, named the website, selected a PPT template, and drafted the homepage design.
* **Next steps:** Improve and finalize the website’s functionalities.
* **Improvements:** No improvements needed at the moment.

**9.3**

* **Completed tasks:**
  + Held a brief group discussion to review the overall project progress.
  + Tentatively confirmed the next steps and timeline.
* **Next steps:** Continue refining the PPT content and further detail each member’s responsibilities.
* **Improvements:** Future discussions could better define the specific roles of each member to improve execution efficiency.

**9.4**

* **Completed tasks:**
  + Finalized and modified the PPT presentation content.
  + Clarified the division of tasks among team members.
* **Next steps:** Rehearse the PPT presentation to improve fluency and coordination.
* **Improvements:** Strengthen communication and collaboration among team members to enhance overall efficiency and performance.

**9.5**

* **Completed tasks:**
  + Delivered the group PPT presentation
  + Initiated the Sprint 2 planning session
  + Designed product components
* **Next steps:** Continue developing Sprint 2 tasks and refine product component details.
* **Improvements:** Strengthen coordination to ensure Sprint 2 goals are achieved on schedule.