**REVIEW REPORT**

**Sprint 1, 25/10/2024 – 7/11/2024**

**Group ID:** **8**

**Project name**: T-2Hand

**Prepared by:** **Trần Đan Huy**

**Present members:**

22127377 – **Lâm Sỹ Tân** *Leader*   
22127163 – **Trần Đan Huy**  
22127444 – **Trần Thị Cát Tường**  
22127026 – **Ôn Gia Bảo**

22127074 – **Võ Hoàng Đức**

* All members attended.
* **Meeting date:** 6/11/2024- 9:00 PM

# WORK REVIEW

| **Item** | **Description** | **Responsibility** | **Due date** | **Completion level** |
| --- | --- | --- | --- | --- |
| 1 | Research and gather relevant information for the upcoming two reports. | ALL | 8:00 PM 30/10/2024 | 100% |
| 2 | Complete the assigned sections in written form in the Software Development Plan report. | ALL | 8:00 PM 30/10/2024 | 100% |
| 3 | Complete the assigned sections in written form in the Vision Document report. | ALL | 8:00 PM 30/10/2024 | 100% |
| 4 | Adjust the sections in the software development plan and vision document according to the consensus reached by the team in the meeting. | Trần Đan Huy  Võ Hoàng Đức  Ôn Gia Bảo | 8:00 PM 6/11/2024 | 100% |
| 5 | Read through the entire report to understand the overall content. | Trần Thị Cát Tường  Lâm Sỹ Tân | 8:00 PM 6/11/2024 | 100% |
| 6 | Summarize the information and fill in the two reports to create a demo | Trần Đan Huy | 8:00 PM 6/11/2024 | 100% |

**2. FULL EVALUATION**

1. **What went well ?**

* The work was very well organized within the team and effectively managed on Jira.
* All members completed their tasks on time.
* Both document designs were formatted very well, with both text and images.
* The team worked actively and was highly productive in completing tasks.
* Team members interacted well, supported each other, and helped solve arising issues to ensure the work was completed.

1. **What went wrong ?**

* The documents were completed at a relatively slow pace because the sources were quite new concepts for the team.

1. **What problems and what caused the problem ?**

* In the initial phase, the information gathered and added by team members to the Software Development Plan and Vision Document was not entirely accurate due to a lack of research and the use of unreliable websites.
* There were also grammar issues in the documents due to unfamiliarity with the language.
* Since Jira was new to the team, they were not yet fully comfortable with using it.

1. **What can be done differently in the next sprint to improve the project ?**

* Additional training on document writing should be organized within the team, particularly on how to find and use references effectively to maximize their potential and write documents formally.
* Gain familiarity and proficiency in using Jira.

1. **What lesson could we learn ?**

* It's clear that each team member often brings their own vision and unique approach to presenting their work, each with its own strengths and challenges.
* Open discussions within the group are essential to ensure alignment and a shared direction.
* Having references and examples of new documents is crucial for the team.
* We learned how to address issues that arise in a project by bringing them to the team for discussion, allowing members to propose different solutions. Afterward, everyone agrees on the approach to take.

# SUMMARY

As the software development process is entirely new to the team, we faced challenges that may have slowed our usual pace. Nevertheless, we made every effort to create clear documents, including the Vision Document and the Software Development Plan.