# **Retrospective Meeting Report – Sprint 1**

# Attendees

* Low Wei Xing
* Lai Fook Siang
* Chew Mon Hian
* Lim Kuan Sing

# What We Did

* Completed UI Design Module
* Completed Registration Module
* Completed QR Code Module
* Review Meeting with customer.

# What Went Well

* Successfully completed planned user stories within the timeline
* Customer satisfied some of the outcome.

# What Can Be Improved

* Scrum master can encourage and motivate team member to communicate more with customer during daily meeting.
* Team member can improve teamwork while they discuss faced problem and their progress during daily meeting.
* Scrum master can try to suggest solution for the problem faced by team member.
* Scrum master should ensure team member presence is valued.
* Project Manager should consult or ask each other advice.
* Ensure transparency of the project across team member and customer.
* Make sure feedback from customer during review meeting is valued.

# What We Should Not Do

* We should not use technology that we unfamiliar with.
* We should not start without well organised plan.
* We should not waste too much time on low priority or low point user stories.