

Planning Meeting Report

15/11/2023

Group ID: 14

Project Name: BOOKEE

Prepared by: Ho Bach Nhu Quynh

Team members:

21127364 – **Pham Thi Phuong Nam** *Project manager, Developer*

21127115 – **Tran Thanh Ngan** *Business Analyst, Developer*

21127176 – **Le Thi Hoai Thu** *Developer*

21127412 – **Ho Bach Nhu Quynh** *Tester, Developer*

21127476 – **Le Nguyen Phuong Uyen** *Developer*

1. Achievements :

| STT | Description | Due Date | Responsibility | %Complete |
|-----|--|------------|----------------|-----------|
| 1 | Update vision and project plan, Draw use case model | 11/11/2023 | HBNQuynh | 100% |
| 2 | Continue doing the use case specification part 1, 2.1 turn into new template | 12/11/2023 | PTPNam | 100% |
| 3 | Continue doing the use case specification part 2.2.1 turn into new template | 12/11/2023 | TTNgan | 100% |
| 4 | Continue doing the use case specification part 2.2.2 turn into new template | 12/11/2023 | LNPUyen | 100% |
| 5 | Continue doing the use case specification part 3, 4, 5, 6 turn into new template | 12/11/2023 | LTHThu | 100% |

2. Problems:

There are no problems doing the documents in this sprint

Everyone communicates with each other and completes all the tasks on time

3. Next sprint's goals:

| STT | Description | Due Date | Responsibility |
|-----|---|------------|---------------------------|
| 1 | Update Use case specification | 28/11/2023 | All team |
| 2 | Implement UI design | 29/11/2023 | HBNQuynh, LNPUyen |
| 3 | Software Architecture Document part 1, 2, 4 | 28/11/2023 | PTPNam, TTNgan, LTHThu |
| 4 | Software Architecture Document part 3 | 28/11/2023 | HBNQuynh |