

# PLANNING MEETING REPORT

11/12/2023 – 22/12/2023

Group ID: **06**

Project Name: **Pro Chicken Fitness**

Prepared by: **Phan Trương Quý Hoà**

Team members:

21127005 - **Lê Trọng Đức Anh** *Backend, Project Manager*  
21127241 - **Nguyễn Thành Đạt** *Designer, Frontend*  
21127246 - **Lê Minh Đức** *Frontend*  
21127574 - **Phan Trương Quý Hoà** *Frontend, Business Analyst*  
21127640 - **Huỳnh Hữu Lộc** *Designer*

Time and date: 09:15 (GMT + 7) 09/12/2023

Team members present:

21127005 - **Lê Trọng Đức Anh**  
21127241 - **Nguyễn Thành Đạt**  
21127246 - **Lê Minh Đức**  
21127574 - **Phan Trương Quý Hoà**  
21127640 - **Huỳnh Hữu Lộc**

Team members absent:

## 1. Identify upcoming tasks:

No.	Description
1	Test plan
2	Test case and test report
3	Prepare for presentation slides

## 2. Tasks assignment:

No.	Description	Start date	Due date	Responsibility
1	Test plan	11/12/2023	15/12/2023	LMĐức + PTQHòa + LTĐAnh
2	Test case and test report	18/12/2023	21/12/2023	LMĐức + PTQHòa + LTĐAnh
3	Prepare for presentation slides	11/12/2023	21/12/2023	NTĐạt + HHLộc