WEEKLY MEETING NOTES
------------*Sprint 4 (Week 2)*-----------
28/11/2021 - 11/12/2021

1. General:

Date: 8/12/2021 (Wednesday)
Start: 9h00
End: 9h15
Duration: 45 min

2.Details:

1.Present:

1/ Bui Huynh Trung Nam
2/ Hoang Huu Giap
3/ Ngo Truong Tuyen
4/ Nguyen Phan Vu
5/ Nguyen Tan Viet

2.Absent:

Empty

3.Reports:

a/ Bui Huynh Trung Nam:

- **Completed:**
    - ~~Make plan for sprint 4 - 100%~~
      Completion Date: 28/11/2021
    - ~~Write 1st weekly report - 100%~~
      Completion Date: 30/11/2021
    - ~~Pagination (backend) - 100%~~
      Completion Date: 7/12/2021

- **To-do:**
    - Update embed link, images, add rating field (mongodb) - 80%
    - Detail, description (drawing) - 0%
    - Read document - self learning - 80%

- **Problems:**
      Empty

b/ Hoang Huu Giap
- **Completed:**
  - Git push(login, register) - 100%
    Completion Date: 30/11/2021
  - Insert movies to mongodb - 100%
    Completion Date: 2/12/2021

- **To-do:**
  - Search (backend) - 80%
  - Update embed link, images, add rating field (mongodb) - 0%
  - Drawing (review, list movie) - 0%
  - Read document - self learning - 30%

- **Problems:**
  Empty

c/ Ngo Truong Tuyen:
- **Completed:**
  - Update Git - 100%
    Completion Date: 28/11/2021
  - Write 1st weekly report - 100%
    Completion Date: 30/11/2021
  - Insert movies to mongodb - 100%
    Completion Date: 3/12/2021
- **To-do:**
  - Database backend- 80%
  - Update embed link, images, add rating field (mongodb) - 0%
  - Drawing (homepage, login) - 0%
  - Read document - self learning - 90%
- **Problems:**
  Empty

d/ Nguyen Phan Vu:
- **Completed:**
  - Write planning meeting notes - 100%
    Completion Date: 28/11/2021
  - Weekly meeting notes 1 - 100%
    Completion Date: 2/12/2021
  - Git push(index) - 100%
    Completion Date: 29/11/2021

- Insert movies to mongodb - 100%
  Completion Date: 4/12/2021

- **To-do:**
  - Categories (backend) - 20%
  - Update embed link, images, add rating field (mongodb) - 0%
  - Drawing (add/edit movies) - 0%
  - Read document - self learning - 40%

- **Problems:**
  Empty

e/ Nguyen Tan Viet
- **Completed:**
  - Update Trello Board - 100%
    Completion Date: 28/11/2021
  - Git push(categories) - 100%
    Completion Date: 28/11/2021
  - Insert movies to mongodb - 100%
    Completion Date: 4/12/2021
  - Admin page(list users, add movie, information) - 100%
    Completion Date: 4/12/2021
- **To-do:**
  - Update embed link, images, add rating field (mongodb) - 0%
  - Drawing (profile, list movies/users) - 0%
  - Read document - self learning - 90%

- **Problems:**
  Empty

-----------Sprint 4 (Week 1)-----------

28/11/2021 - 11/12/2021

1. General:

Date: 1/12/2021 (Wednesday)
Start: 9h00
End: 9h15
Duration: 30 min

2.Details:

1.Present:

1/ Bui Huynh Trung Nam
2/ Hoang Huu Giap
3/ Ngo Truong Tuyen
4/ Nguyen Phan Vu
5/ Nguyen Tan Viet

2.Absent:

Empty

3.Reports:

a/ Bui Huynh Trung Nam:

- **Completed:**
  - ~~Make plan for sprint 4 - 100%~~
    Completion Date: 28/11/2021
  - ~~Write 1st weekly report - 100%~~
    Completion Date: 30/11/2021

- **To-do:**
  - Pagination (backend) - 20%
  - Read document - self learning - 30%

- **Problems:**
    Empty

b/ Hoang Huu Giap

- **Completed:**
  - ~~Git push(login, register) - 100%~~
    Completion Date: 30/11/2021
- **To-do:**
  - Search (backend) - 20%
  - Insert movies to mongodb - 50%

- Read document - self learning - 30%

- **Problems:**
  Empty

c/ Ngo Truong Tuyen:
- **Completed:**
  - Update Git - 100%
    Completion Date: 28/11/2021
  - Write 1st weekly report - 100%
    Completion Date: 30/11/2021
- **To-do:**
  - Database backend- 40%
  - Insert movies to mongodb - 50%
  - Read document - self learning - 10%
- **Problems:**
  Empty

d/ Nguyen Phan Vu:
- **Completed:**
  - Write planning meeting notes - 100%
    Completion Date: 28/11/2021
  - Weekly meeting notes 1 - 100%
    Completion Date: 2/12/2021
  - Git push(index) - 100%
    Completion Date: 29/11/2021
- **To-do:**
  - Categories (backend) - 0%
  - Insert movies to mongodb - 70%
  - Read document - self learning - 10%

- **Problems:**
  Empty

e/ Nguyen Tan Viet
- **Completed:**
  - Update Trello Board - 100%
    Completion Date: 28/11/2021
  - Git push(categories) - 100%
    Completion Date: 28/11/2021

- **To-do:**
  - Admin page(list users, add movie, information) - 80%
  - Insert movies to mongodb - 10%
  - Read document - self learning - 60%

- **Problems:**
    Empty

-----------*Sprint 3 (Week 2)*----------- *14/11/2021 - 28/11/2021*

1. General:
Date: 24/11/2021 (Wednesday)
Start: 9h00
End: 9h15
Duration: 15 min

2.Details:
1.Present:
1/ Bui Huynh Trung Nam
2/ Hoang Huu Giap
3/ Ngo Truong Tuyen
4/ Nguyen Phan Vu
5/ Nguyen Tan Viet

2.Absent:
Empty

3.Reports:
a/ Bui Huynh Trung Nam:
- **Completed:**
  - ~~Make plan for sprint 3 - 100%~~
    Completion Date: 14/11/2021
  - ~~Update use-case specification - 100%~~
    Completion Date: 15/11/2021
  - ~~Class diagram - 100%~~
    Completion Date: 23/11/2021
  - ~~Landing page (front-end) - 100%~~
    Completion Date: 22/11/2021
  - ~~Use-case specification: View review/trailer~~

(comment, rating, add to favorite list) - 100%
Completion Date: 21/11/2021
- ~~Use-case specification: View and edit profile -~~ 100%
Completion Date: 20/11/2021

- **To-do:**
  - Design database - 80%
  - Write 1st weekly report - 0%
  - Read document - self learning - 90%

- **Problems:**
  Empty

b/ Hoang Huu Giap
- **Completed:**
  - ~~Update use-case specification -~~ 100%
  Completion Date: 14/11/2021
  - ~~Update project plan section 4 -~~ 100%
  Completion Date: 16/11/2021
  - ~~Define software architecture -~~ 100%
  Completion Date: 16/11/2021
  - ~~Login, logout, change password (front-end) -~~ 100%
  Completion Date: 21/11/2021
  - ~~Use-case specification: Upload (review, trailer,.) -~~ 100%
  Completion Date: 22/11/2021
  - ~~Use-case specification: Edit (review,..) -~~ 100%
  Completion Date: 23/11/2021
  - ~~Connect database -~~ 100%
  Completion Date: 22/11/2021
- **To-do:**
  - Test and release - 0%
  - Use-case specification: Favorite list - 70%
  - Read document - self learning - 90%

- **Problems:**
  Empty

c/ Ngo Truong Tuyen:
- **Completed:**

- Update Git - 100%
  Completion Date: 14/11/2021
- Update use-case specification - 100%
  Completion Date: 14/11/2021
- Profile: User Information - 100%
  Completion Date: 09/10/2021
- Class diagram - 100%
  Completion Date: 23/11/2021
- Use-case specification: Report - 100%
  Completion Date: 19/11/2021
- Use-case specification: History - 100%
  Completion Date: 21/11/2021
- Landing page (front-end) - 100%
  Completion Date: 22/11/2021
- **To-do:**
  - Design database - 80%
  - Write 1st weekly report - 0%
  - Read document - self learning - 90%
- **Problems:**
  Empty

d/ Nguyen Phan Vu:
- **Completed:**
  - Write planning meeting notes - 100%
    Completion Date: 14/11/2021
  - Weekly meeting notes 1 - 100%
    Completion Date: 17/11/2021
  - Update use-case specification - 100%
    Completion Date: 16/11/2021
  - Define software architecture - 100%
    Completion Date: 16/11/2021
  - Use-case specification: History - 100%
    Completion Date: 21/11/2021
  - Weekly meeting notes 1 - 100%
    Completion Date: 24/11/2021
- **To-do:**
  - Create child-pages (front-end) - 60%
  - Review meeting notes - 0%
  - Connect database - 0%
  - Test and release - 0%
  - Use-case specification: Classify Movie - 70%
  - Read document - self learning - 90%

- **Problems:**
  Empty

e/ Nguyen Tan Viet
- **Completed:**
  - ~~Update Trello Board - 100%~~
    Completion Date: 14/11/2021
  - ~~Update use-case specification - 100%~~
    Completion Date: 15/11/2021
  - ~~Update project plan section 4 - 100%~~
    Completion Date: 16/11/2021
  - ~~Use-case specification: Register account - 100%~~
    Completion Date: 23/11/2021
  - ~~Use-case specification: Login(out)t - 100%~~
    Completion Date: 23/11/2021
- **To-do:**
  - Menu and button (front-end) - 0%
  - Create child-pages (front-end) - 60%
  - Create database - 0%
  - Gather and connect (source code**) -** 80%
  - Synchronize (front-end) - 80%
  - Use-case specification: Movie Ranking View - 50%
  - Read document - self learning - 90%

- **Problems:**
  Empty

-----------*Sprint 3 (Week 1)*-----------
14/11/2021 - 28/11/2021

1. General:
Date: 17/11/2021 (Wednesday)
Start: 9h00
End: 9h15
Duration: 15 min

2.Details:
1.Present:
1/ Bui Huynh Trung Nam

2/ Hoang Huu Giap
3/ Ngo Truong Tuyen
4/ Nguyen Phan Vu
5/ Nguyen Tan Viet

2.Absent:
Empty

3.Reports:
a/ Bui Huynh Trung Nam:
- **Completed:**
  - ~~Make plan for sprint 3 - 100%~~
    Completion Date: 14/11/2021
  - ~~Update use-case specification - 100%~~
    Completion Date: 15/11/2021
- **To-do:**
  - Write 1st weekly report - 0%
  - Class diagram - 30%
  - Landing page (front-end) - 0%
  - Read document - self learning - 20%
  - Use-case specification: View review/trailer (comment, rating, add to favorite list) - 60%
  - Use-case specification: View and edit profile - 0%

- **Problems:**
  Empty

b/ Hoang Huu Giap
- **Completed:**
  - ~~Update use-case specification - 100%~~
    Completion Date: 14/11/2021
  - ~~Update project plan section 4 - 100%~~
    Completion Date: 16/11/2021
  - ~~Define software architecture - 100%~~
    Completion Date: 16/11/2021
- **To-do:**
  - Login, logout, change password (front-end) - 70%

- Use-case specification: Upload (review, trailer,.) - 0%
- Use-case specification: Edit (review,..) - 0%
- Use-case specification: Favorite list - 0%
- Read document - self learning - 20%

- **Problems:**
Empty

c/ Ngo Truong Tuyen:
- **Completed:**
    - Update use-case specification - 100%
    Completion Date: 14/11/2021
    - Profile: User Information - 100%
    Completion Date: 09/10/2021
- **To-do:**
    - Class diagram - 30%
    - Use-case specification: Report - 80%
    - Use-case specification: History - 0%
    - Write 1st weekly report - 0%
    - Landing page (front-end) - 0%
    - Read document - self learning - 20%
- **Problems:**
    Empty

d/ Nguyen Phan Vu:
- **Completed:**
    - Write planning meeting notes - 100%
    Completion Date: 14/11/2021
    - Weekly meeting notes 1 - 100%
    Completion Date: 17/11/2021
    - Update use-case specification - 100%
    Completion Date: 16/11/2021
    - Define software architecture - 100%
    Completion Date: 16/11/2021
- **To-do:**
    - Use-case specification: History - 0%
    - Use-case specification: Classify Movie - 0%
    - Read document - self learning - 20%

- **Problems:**
    Empty

e/ Nguyen Tan Viet
- **Completed:**
  - ~~Update Trello Board - 100%~~
    Completion Date: 14/11/2021
  - ~~Update use-case specification - 100%~~
    Completion Date: 15/11/2021
  - ~~Update project plan section 4 - 100%~~
    Completion Date: 16/11/2021
- **To-do:**
  - Gather and connect (source code**)** - 0%
  - Synchronize (front-end) - 0%
  - Use-case specification: Register account - 60%
  - Use-case specification: Login(out) - 0%
  - Use-case specification: Movie Ranking View - 0%
  - Read document - self learning - 20%

- **Problems:**
    Empty

-----------*Sprint 2 (Week 2)*----------- *31/10/2021 - 14/11/2021*

1. General:
Date: 10/11/2021 (Wednesday)
Start: 9h00
End: 9h15
Duration: 15 min

2.Details:
1.Present:
1/ Bui Huynh Trung Nam
2/ Hoang Huu Giap
3/ Ngo Truong Tuyen
4/ Nguyen Phan Vu
5/ Nguyen Tan Viet

2.Absent:

Empty

3.Reports:

a/ Bui Huynh Trung Nam:

- **Completed:**
  - ~~Make plan for sprint 2 -~~ 100%
    Completion Date: 31/10/2021
  - ~~Write 1st weekly report -~~ 100%
    Completion Date: 04/11/2021
  - ~~Update SDP - section 3: Project Organization -~~
    ~~100%~~
    Completion Date: 02/10/2021
  - ~~Use-case specification -~~ 100%
    Completion Date: 06/10/2021
- **To-do:**
  - Read document - self learning - 70%
  - Design database - 80%
  - Admin Rights: User List - 90%
  - Admin Rights: Add Movie(trailer,review) -
    80%

1. **Problems:**
   1. I'm not familiar with CSS so it's a bit difficult

b/ Hoang Huu Giap

- **Completed:**
  - ~~Update SDP - section 4.2: Project plan -~~ 100%
    Completion Date: 01/10/2021
  - ~~Use-case specification -~~ 100%
    Completion Date: 09/11/2021
  - ~~Login/Logout -~~ 100%
    Completion Date: 07/11/2021
  - Connect To Database - 100%
    Completion Date: 07/11/2021
- **To-do:**
  - Read document - self learning - 80%
  - Design database - 80%
  - Weekly report meeting 2 - 0%
2. **Problems:**

Empty

c/ Ngo Truong Tuyen:
- **Completed:**
  - ~~Use-case model - 100%~~
    Completion Date: 01/11/2021
  - ~~Write 1st weekly report - 100%~~
    Completion Date: 04/11/2021
  - ~~Update SDP - section 1: Introduction and section 2: Project Overview - 100%~~
    Completion Date: 02/10/2021
  - ~~Use-case specification - 100%~~
    Completion Date: 05/10/2021
  - ~~Profile: User Information - 100%~~
    Completion Date: 09/10/2021
- **To-do:**
  - Read document - self learning - 60%
  - Design database - 80%
  - Profile: Favorite List - 80%
  - Update use-case model - 0%
- **3. Problems:**
  1. Some problems when working with use-cases model

d/ Nguyen Phan Vu:
- **Completed:**
  - ~~Write planning meeting notes - 100%~~
    Completion Date: 31/10/2021
  - ~~Weekly meeting notes 1 - 100%~~
    Completion Date: 03/11/2021
  - ~~Use-case specification - 100%~~
    Completion Date: 07/11/2021
  - ~~Weekly meeting notes 2 - 100%~~
    Completion Date: 10/11/2021
- **To-do:**
  - Read document - self learning - 40%
  - Review meeting notes - 0%
  - Design database - 80%
  - Review Movie Page: Content - 60%
  - Review Movie Page: Comment - 20%
  - Review Movie Page: Reaction - 0%
  - Review Movie Page: Rating - 0%

  4. **Problems:**
    1. For the first time using HTML and CSS, it is difficult to self-learning and design websites

e/ Nguyen Tan Viet

- **Completed:**
  - ~~Update Trello Board~~ - 100%
    Completion Date: 31/10/2021
  - ~~Update SDP - section 4.3: Project Monitoring and Control~~ - 100%
    Completion Date: 01/10/2021
  - ~~Homepage: Searchbox~~ - 100%
    Completion Date: 09/10/2021
- **To-do:**
  - Use-case specification - 30%
  - Read document - self learning - 80%
  - Weekly report meeting 2 - 0%
  - Design database - 80%
  - Create database - 0%
  - Homepage: Menu - 70%
  - Homepage: Movie Ranking List - 0%

  5. **Problems:**
    1. I'm not familiar with CSS so it's a bit difficult

-----------*Sprint 2 (Week 1)*----------- *31/10/2021 - 14/11/2021*

1. General:

Date: 03/11/2021 (Wednesday)
Start: 9h00
End: 9h15
Duration: 15 min

2.Details:

1.Present:
  1/ Bui Huynh Trung Nam
  2/ Hoang Huu Giap
  3/ Ngo Truong Tuyen
  4/ Nguyen Phan Vu

5/ Nguyen Tan Viet

2.Absent:
Empty

3.Reports:
a/ Bui Huynh Trung Nam:
- **Completed:**
  - ~~Make plan for sprint 2 - 100%~~
    Completion Date: 31/10/2021
  - ~~Write 1st weekly report - 100%~~
    Completion Date: 04/11/2021
  - ~~Update SDP - section 3: Project Organization - 100%~~
    Completion Date: 02/10/2021
- **To-do:**
  - Use-case specification - 40%
  - Read document - self learning - 50%
  - Design database - 70%
  - Admin Rights: User List - 0%
  - Admin Rights: Add Movie(trailer,review) - 0%

- **Problems:**
  Empty

b/ Hoang Huu Giap
- **Completed:**
  - ~~Update SDP - section 4.2: Project plan - 100%~~
    Completion Date: 01/10/2021
- **To-do:**
  - Use-case specification - 40%
  - Read document - self learning - 50%
  - Design database - 70%
  - Weekly report meeting 2 - 0%
  - Login/Logout - 0%
  - Connect To Database - 0%
- **Problems:**
  Empty

c/ Ngo Truong Tuyen:

- **Completed:**
  - ~~Use-case model - 100%~~
    Completion Date: 01/11/2021
  - ~~Write 1st weekly report - 100%~~
    Completion Date: 04/11/2021
  - ~~Update SDP - section 1: Introduction and section 2: Project Overview - 100%~~
    Completion Date: 02/10/2021
- **To-do:**
  - Use-case specification - 40%
  - Read document - self learning - 50%
  - Design database - 70%
  - Profile: User Information - 0%
  - Profile: Favorite List - 0%
  - ...
- **Problems:**
  1. I don't know what the table at the top of the page is for
  2. Some unfinished task for next week

d/ Nguyen Phan Vu:
- **Completed:**
  - ~~Write planning meeting notes - 100%~~
    Completion Date: 31/10/2021
  - ~~Weekly meeting notes 1 - 100%~~
    Completion Date: 03/11/2021
- **To-do:**
  - Use-case specification - 40%
  - Read document - self learning - 50%
  - Review meeting notes - 0%
  - Design database - 70%
  - Weekly meeting notes 2 - 0%
  - Review Movie Page: Content - 0%
  - Review Movie Page: Comment - 0%
  - Review Movie Page: Reaction - 0%
  - Review Movie Page: Rating - 0%
- **Problems:**
  - **Empty**

e/ Nguyen Tan Viet
- **Completed:**
  - ~~Update Trello Board - 100%~~

Completion Date: 31/10/2021
- ~~Update SDP - section 4.3: Project Monitoring and Control - 100%~~
  Completion Date: 01/10/2021
- **To-do:**
  - Use-case specification - 40%
  - Read document - self learning - 50%
  - Weekly report meeting 2 - 0%
  - Design database - 70%
  - Create database - 0%
  - Homepage: Searchbox - 0%
  - Homepage: Menu - 0%
  - Homepage: Movie Ranking List - 0%
- **Problems:**
  Empty

------------Sprint 1 (Week 2)------------
17/10/2021 - 31/10/2021

1. General:
Date: 27/10/2021 (Wednesday)
Start: 9h00
End: 9h30
Duration: 30 mins

2.Details:
1.Present:
1/ Bui Huynh Trung Nam
2/ Hoang Huu Giap
3/ Ngo Truong Tuyen
4/ Nguyen Phan Vu
5/ Nguyen Tan Viet

2.Absent:
Empty

3.Reports:

a/ Bui Huynh Trung Nam:

- **Completed:**
    - ~~Organizational Structure - 100%~~
      Completion Date: 18/10/2021
    - ~~Roles and Responsibilities - 100%~~
      Completion Date: 19/10/2021
    - ~~Problem Statement - 100%~~
      Completion Date: 24/10/2021
- **To-do:**
    - Fill in the table - 0%
    - Product Position Statement - 80%
    - Weekly report meeting 1 - 0%

- **Problems:**
    1. I don't know what the table at the top of the page is for
    2. Some unfinished task for next week

b/ Hoang Huu Giap

- **Completed:**
    - ~~Phase and Iteration Plan - 100%~~
      Completion Date: 17/10/2021
    - ~~Releases - 100%~~
      Completion Date: 19/10/2021
    - ~~Project Schedule - 100%~~
      Completion Date: 27/10/2021
- **To-do:**
    - Fill in the table - 0%
    - Weekly report meeting 2 - 0%

- **Problems:**
    1. I don't understand about the 4.2.3 part of Project Plan. My student email can't use MS project so I use Gantt Chart instead.
    2. Some unfinished task for next week

c/ Ngo Truong Tuyen:

- **Completed:**

- Introduction - ~~100%~~
  Completion Date: 19/10/2021
- ~~Project Purpose Scope and Objectives~~ - ~~100%~~
  Completion Date: 17/10/2021
- ~~Assumption and Constraints~~ - ~~100%~~
  Completion Date: 18/10/2021
- ~~Project Deliverables~~ - ~~100%~~
  Completion Date: 18/10/2021
- ~~Product Features~~ - ~~100%~~
  Completion Date: 26/10/2021
- **To-do:**
  - Fill in the table - 0%
  - Product Perspective - 0%
  - Assumptions and Dependencies - 0%
  - Weekly report meeting 1 - 0%

- **Problems:**
  1. I don't know what the table at the top of the page is for
  2. Some unfinished task for next week

d/ Nguyen Phan Vu:
- **Completed:**
  - ~~Planning meeting notes~~ - ~~100%~~
    Completion Date: 17/10/2021
  - ~~Weekly meeting notes 1~~ - ~~100%~~
    Completion Date: 20/10/2021
  - ~~Introduction~~ - ~~100%~~
    Completion Date: 26/10/2021
- **To-do:**
  - Fill in the table - 0%
  - Weekly meeting notes 2 - 0%
  - Review meeting notes - 0%
  - References - 0%
- **Problems:**
  1. I don't know what the table at the top of the page is for
  2. Some unfinished task for next week, bc no references have been used yet

e/ Nguyen Tan Viet
- **Completed:**

- Update Trello Board - 100%
  Completion Date: 17/10/2021
- Reporting - 100%
  Completion Date: 18/10/2021
- Risk Management - 100%
  Completion Date: 19/10/2021
- Configuration Management - 100%
  Completion Date: 19/10/2021
- Stakeholder summary - 100%
  Completion Date: 25/10/2021
- User summary - 100%
  Completion Date: 25/10/2021
- User environment - 100%
  Completion Date: 26/10/2021
- Summary of key stakeholders or user needs - 100%
  Completion Date: 26/10/2021

- **To-do:**
  - Fill in the table - 0%
  - Alternatives and competitions - 70%
  - Weekly report meeting 2 - 0%
- **Problems:**
  1. I don't know what the table at the top of the page is for
  2. Some unfinished task for next week

------------Sprint 1 (Week 1)------------
17/10/2021 - 31/10/2021

1. General:

Date: 20/10/2021 (Wednesday)
Start: 9h00
End: 9h15
Duration: 15 mins

2.Details:

1.Present:

1/ Bui Huynh Trung Nam
2/ Hoang Huu Giap
3/ Ngo Truong Tuyen

4/ Nguyen Phan Vu
5/ Nguyen Tan Viet

2.Absent:
Empty

3.Reports:
a/ Bui Huynh Trung Nam:
- **Completed:**
    - ~~Organizational Structure - 100%~~
      Completion Date: 18/10/2021
    - ~~Roles and Responsibilities - 100%~~
      Completion Date: 19/10/2021
- **To-do:**
    - Fill in the table - 0%
    - Problem Statement - 0%
    - Product Position Statement - 0%
    - Weekly report meeting 1 - 0%
- **Problems:**
    1. I don't know what the table at the top of the page is for
    2. Some unfinished task for next week

b/ Hoang Huu Giap
- **Completed:**
    - ~~Phase and Iteration Plan - 100%~~
      Completion Date: 17/10/2021
    - ~~Releases - 100%~~
      Completion Date: 19/10/2021
    - Project Schedule - 60%
- **To-do:**
    - Fill in the table - 0%
    - Weekly report meeting 2 - 0%
- **Problems:**
    1. I don't know what the table at the top of the page is for
    2. Some unfinished task for next week

c/ Ngo Truong Tuyen:
- **Completed:**

- Introduction - 100%
  Completion Date: 19/10/2021
- Project Purpose Scope and Objectives - 100%
  Completion Date: 17/10/2021
- Assumption and Constraints - 100%
  Completion Date: 18/10/2021
- Project Deliverables - 100%
  Completion Date: 18/10/2021
- **To-do:**
  - Fill in the table - 0%
  - Product Features - 0%
  - Weekly report meeting 1 - 0%
- **Problems:**
  1. I don't know what the table at the top of the page is for
  2. Some unfinished task for next week

d/ Nguyen Phan Vu:
- **Completed:**
  - Planning meeting notes - 100%
    Completion Date: 17/10/2021
- **To-do:**
  - Fill in the table - 0%
  - Weekly meeting notes 1 - 0%
  - Weekly meeting notes 2 - 0%
  - Review meeting notes - 0%
  - Reference - 0%
  - Introduction - 0%
- **Problems:**
  1. I don't know what the table at the top of the page is for
  2. Some unfinished task for next week

e/ Nguyen Tan Viet
- **Completed:**
  - Update Trello Board - 100%
    Completion Date: 17/10/2021
  - Reporting - 100%
    Completion Date: 18/10/2021
  - Risk Management - 100%
    Completion Date: 19/10/2021
  - Configuration Management - 100%

Completion Date: 19/10/2021
- **To-do:**
  - Fill in the table - 0%
  - Stakeholder summary - 0%
  - User summary - 0%
  - User environment - 0%
  - Summary of key stakeholders or user needs - 0%
  - Alternatives and competitions - 0%
  - Weekly report meeting 2 - 0%
- **Problems:**
  1. I don't know what the table at the top of the page is for
  2. Some unfinished task for next week

-----------PA0-----------
09/10/2021 - 16/10/2021

1. General:

Date: 15/10/2021 (Friday)
Start: 9h00
End: 9h15
Duration: 15 mins

2.Details:

1.Present:

1/ Bui Huynh Trung Nam
2/ Hoang Huu Giap
3/ Ngo Truong Tuyen
4/ Nguyen Phan Vu
5/ Nguyen Tan Viet

2.Absent:

Empty

3.Reports:

a/ Bui Huynh Trung Nam:

- **Completed:**

Workflow management
- **To-do:**
Empty
- **Problems:**
Empty

b/ Hoang Huu Giap
- **Completed:**
Create Drive
- **To-do:**
Empty
- **Problems:**
Empty

c/ Ngo Truong Tuyen:
- **Completed:**
Create Github
- **To-do:**
Empty
- **Problems:**
Empty

d/ Nguyen Phan Vu:
- **Completed:**
Create Docs Files
- **To-do:**
Empty
- **Problems:**
Empty

e/ Nguyen Tan Viet
- **Completed:**
Create Trello Board
- **To-do:**
Empty
- **Problems:**
Empty

***Summary:
Although having a bit of trouble with the directory structure and new working method , all members have successfully completed their assigned work.