

# PLANNING MEETING NOTES

-----*Sprint 1*-----

*17/10/2021 - 31/10/2021*

## 1. General:

Date: 17/10/2021 (Sunday)

Start: 9h00

End: 9h30

Duration: 30 mins

Content:

- Description of PA1 for members to understand.
- Clarifying what is difficult, simple of the project to minimize problems arising from members while working.
- Divided into many smaller tasks, suitable for one person.
- Decide the timing of each task together to match the team's time as best as possible.
- After assigning tasks, solve each member's questions (if any), then end the meeting

## 2.Details:

### 1.Present:

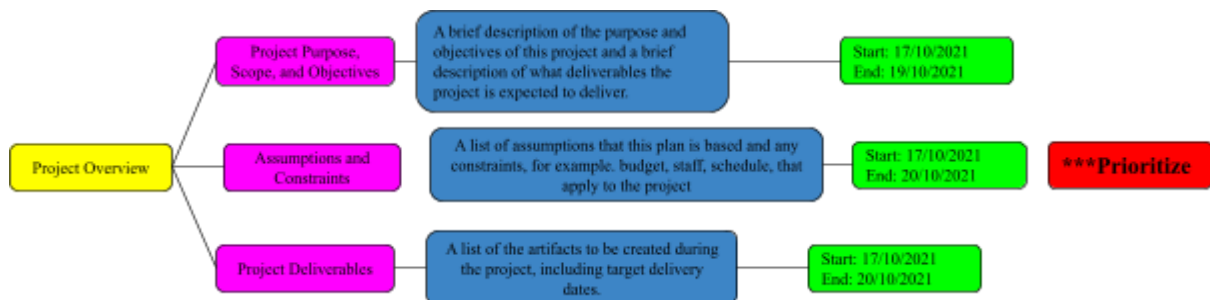
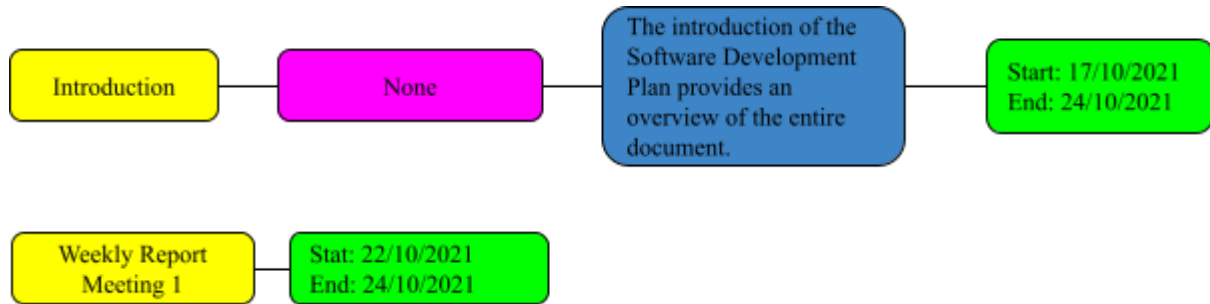
- 1/ Bui Huynh Trung Nam
- 2/ Hoang Huu Giap
- 3/ Ngo Truong Tuyen
- 4/ Nguyen Phan Vu
- 5/ Nguyen Tan Viet

### 2.Absent:

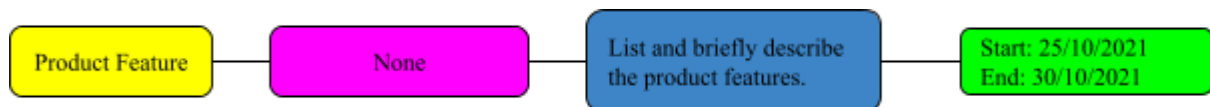
Empty

## 3.Tasks and assignments:

## Week 01: Project Plan

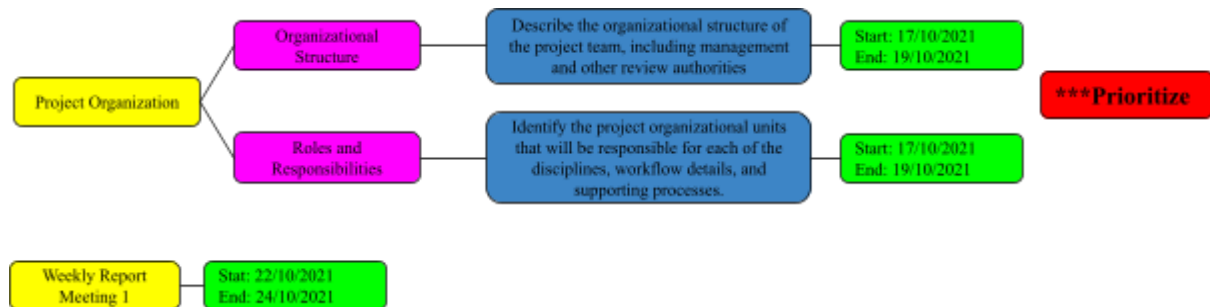


## Week 02: Vision

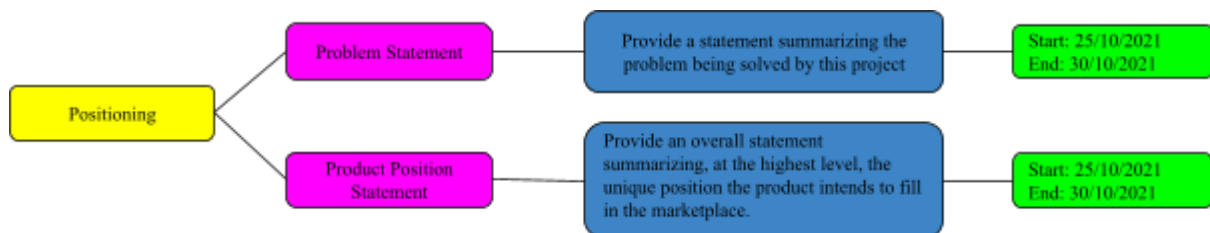


***Ngo Truong Tuyen***

## Week 01: Project Plan

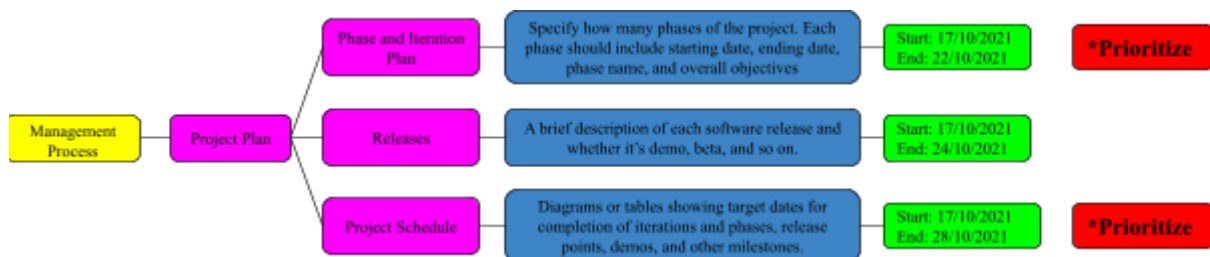


## Week 02: Vision



**Bui Huynh Trung Nam**

## Week 01: Project Plan



## Week 02: Vision



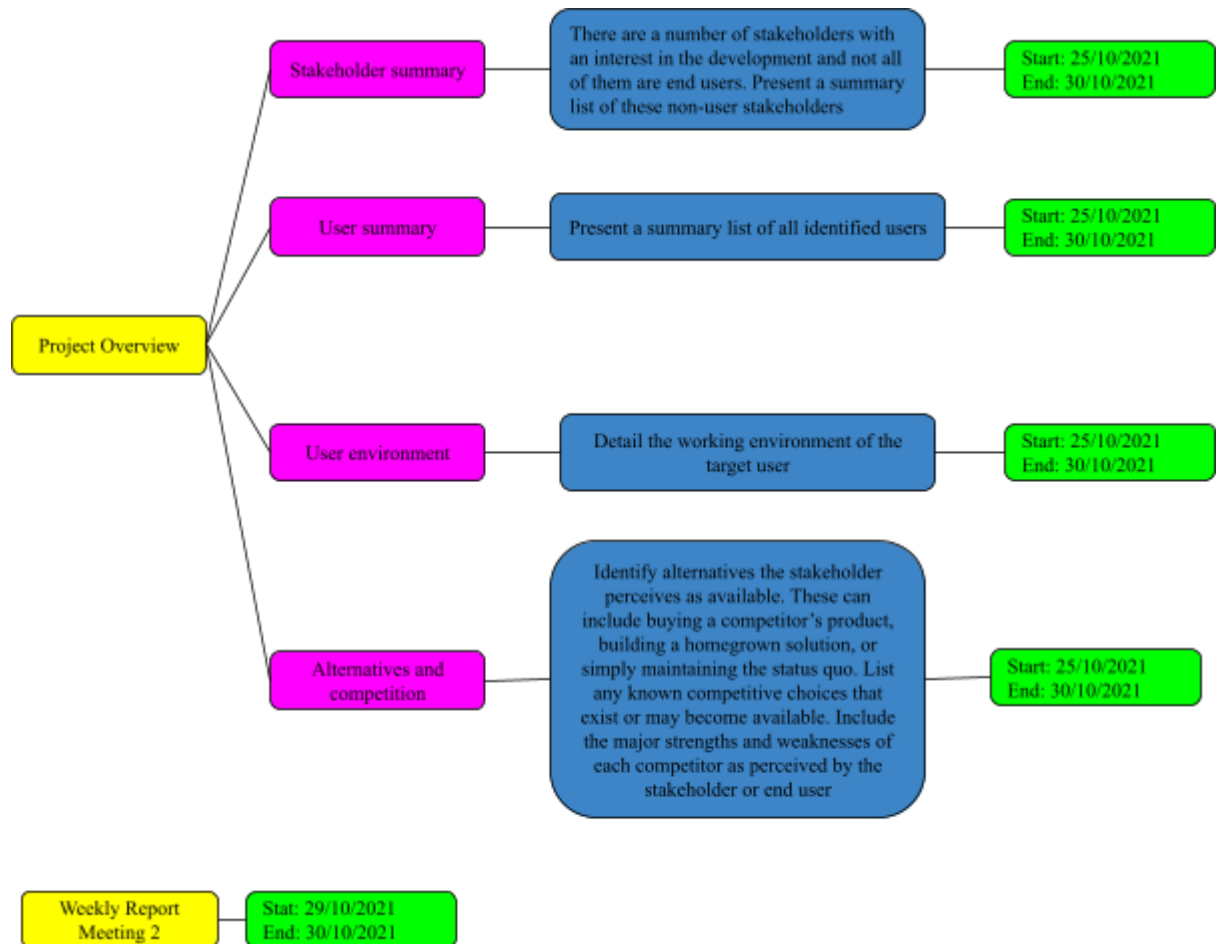
*Keep completing the schedule*

**Hoang Huu Giap**

## **Week 01: Project Plan**

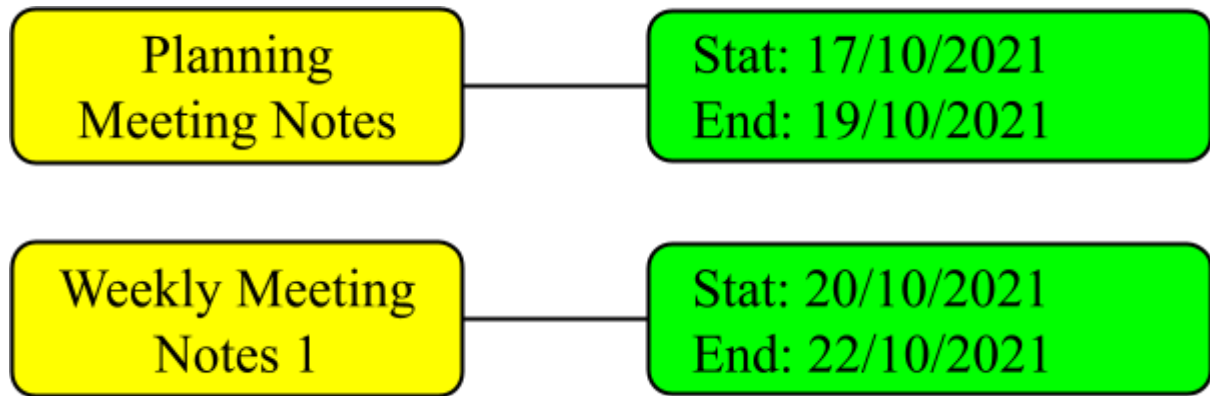


## **Week 02: Vision**

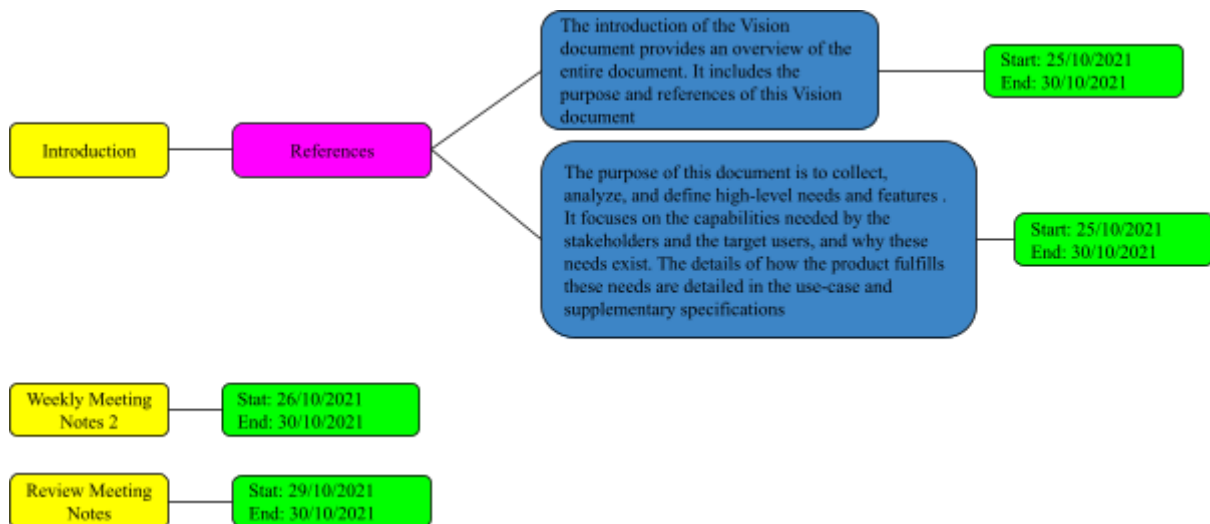


**Nguyen Tan Viet**

**Week 01: Project Plan**



## Week 02: Vision



**Nguyen Phan Vu**

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

## 1. General:

Date: 13/10/2021 (Wednesday)

Start: 9h00

End: 10h30

Duration: 90 mins

Content:

- Suggest a meeting time
- Discuss how to solve the problem
- Assign task to members
- Choose an idea for the project

## 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.Task list:

#### **a/ Workflow management:**

Time keeper

Answer questions about the project

#### **b/ Create Drive:**

Structure:

- Readme File
- Github Link File
- Sprint 1-5 folder:
  1. Deliverables folder
  2. Sprint planning folder
  3. Review meeting folder

#### **c/ CreateGithub:**

Structure:

- Src folder
- Docs folder:
  1. Management folder
  2. Requirement folder
  3. Analysis and Design folder
  4. Test folder
- PA folder:
  1. PA0 folder
  2. PA1 folder
  3. PA2 folder
  4. PA3 folder
  5. PA4 folder
  6. PA5 folder

#### **d/ Create Trello Board:**

Group 04 Board:

1. Sprint 1 List
2. Sprint 2 list
3. Sprint 3 list
4. Sprint 4 list
5. Sprint 5 list
6. Done list

Add tasks

#### **e/ Create Docs Files:**

Include 3 docs:

1. Planning Meeting Notes
2. Review Meeting Notes
3. Weekly Meeting Notes

Create Planning Meeting Notes

### **4. Assignment:**

- 1/ Bui Huynh Trung Nam  
Workflow management
- 2/ Hoang Huu Giap  
Create Drive
- 3/ Ngo Truong Tuyen  
Create Github
- 4/ Nguyen Phan Vu  
Create Docs Files
- 5/ Nguyen Tan Viet



Create Trello Board