

SPRINT PLANNING MEETING - PA1



I. MEETING MINUTES

Date: April 16th, 2024 Time: 9pm - 10pm Location: Google Meet	Attendance: <ul style="list-style-type: none">- Nguyễn Tấn Phát- Nguyễn Trọng Phúc- Nguyễn Dương Trường Sinh- Nguyễn Thị Ngọc Châm- Trần Minh Triết Absent: None
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II. AGENDA

- Planning for sprint 1
- Assign tasks to team members

1. PLANNING FOR SPRINT 1

Tasks	Prioritize
Trying to fill out the Software Development Plan (PA1. a)	High
Plan the initial schedules and objectives for the upcoming five sprints	Medium
Prepare an initial version of the Vision Document (PA1. b)	Medium
Write the weekly report (PA1. c)	High

2. ASSIGN TASKS TO TEAM MEMBERS

Tasks	Assigned member	Deadline
Fill out the Software Development Plan (Section 1. Introduction)	Ngọc Châm	9pm, 15/04/2024
Fill out the Software Development Plan (Section 2. Project Overview)	Minh Triết	9pm, 15/04/2024
Fill out the Software Development	Tấn Phát + Trường Sinh	9pm, 15/04/2024

Plan (Section 3. Project Organization)		
Fill out the Software Development Plan (Section 4.2 Project Plan)	Ngọc Châu	9pm, 15/04/2024
Fill out the Software Development Plan (4.3 Project Monitoring and Control)	Trọng Phúc	9pm, 15/04/2024
Plan the initial schedules and objectives for the upcoming five sprints	All	9pm, 15/04/2024
Prepare an initial version of the Vision Document (Section 1. Introduction)	- Trọng Phúc - Trường Sinh	9pm, 16/04/2024
Prepare an initial version of the Vision Document (Section 2. Positioning)	- Trọng Phúc - Trường Sinh	9pm, 16/04/2024
Prepare an initial version of the Vision Document (Section 3. Stakeholder and user descriptions)	Minh Triết	9pm, 16/04/2024
Prepare an initial version of the Vision Document (Section 4. Product features)	Ngọc Châu	9pm, 16/04/2024
Prepare an initial version of the Vision Document (Section 5. Non-functional requirements)	Tấn Phát	9pm, 16/04/2024
Write the weekly report (PA1. c)	All	9pm, 17/04/2024