**SPRINT PLANNING MEETING - PA1**

**𝆙𝆙𝆙**

# **I. MEETING MINUTES**

| **Date:** April 16th, 2024  **Time:** 9pm - 10pm  **Location:** Google Meet | **Attendance:**   * Nguyễn Tấn Phát * Nguyễn Trọng Phúc * Nguyễn Dương Trường Sinh * Nguyễn Thị Ngọc Châm * Trần Minh Triết   **Absent:** None |
| --- | --- |

# **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 Plan (Section 3. Project Organization) | Tấn Phát + Trường Sinh | 9pm, 15/04/2024 |
| Fill out the Software Development Plan (Section 4.2 Project Plan) | Ngọc Châm | 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 Châm | 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 |