**SPRINT PLANNING MEETING - PA5**

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# **I. MEETING MINUTES**

| **Date:** May 24th, 2024  **Time:** 11am - 11:40am  **Location:** University Campus | **Attendance:**   * 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 5**
* **Assign tasks to team members**

## **1. PLANNING FOR SPRINT 5**

| **Tasks** | **Prioritize** |
| --- | --- |
| Prepare a test plan (PA5. a) | High |
| Design test cases (PA5. a) | High |
| Execute test cases, summarize and report test results  (PA5. a) | High |
| Design slides for project presentation (PA5. b) | Medium |
| Prepare script for the presentation (PA5. b) | Medium |
| Complete final submission (PA5.c) | Medium |

## **2. ASSIGN TASKS TO TEAM MEMBERS**

| **Tasks** | **Assigned member** | **Deadline** |
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| Prepare a test plan (PA5. a) | Tấn Phát + Minh Triết | 9pm, 01/06/2024 |
| Design test cases (PA5. a) | Trọng Phúc + Trường Sinh | 9pm, 05/06/2024 |
| Execute test cases, summarize and report test results  (PA5. a) | All | 9pm, 10/06/2024 |
| Design slides for project presentation (PA5. b) | Trọng Phúc + Ngọc Châm | 10pm, 11/06/2024 |
| Prepare script for the presentation (PA5. b): - Problem statement, product position statement | Tấn Phát | 10pm, 11/06/2024 |
| Prepare script for the presentation (PA5. b): - Project management | Ngọc Châm | 10pm, 11/06/2024 |
| Prepare script for the presentation (PA5. b): - Software requirements: use-case model, non-functional requirements | Trường Sinh | 10pm, 11/06/2024 |
| Prepare script for the presentation (PA5. b): - Analysis and design: architecture and technologies used | Trọng Phúc | 10pm, 11/06/2024 |
| Prepare script for the presentation (PA5. b): - Software testing | Minh Triết | 10pm, 11/06/2024 |
| Complete final submission (PA5.c) | All | 10pm, 11/06/2024 |