Planning Meeting Report

03/06/2023 - 16/06/2023

Group ID: 03

Project Name: **Coding Kittens**

Prepared by: **Đinh Hoàng Duy**

Team members:

21127170 - **Nguyễn Thế Thiện** *Project manager, Server*

21127027 - **Đinh Hoàng Duy** *Front end*

21127039 - **Phan Lý Bảo Hạnh** *Database*

21127056 - **Lâm Thiều Huy** *Server*

Time and date: 14h30 – 15h30 (GMT + 7), 16/06/2023.

Team members present:

21127170 - **Nguyễn Thế Thiện**

21127027 - **Đinh Hoàng Duy**

21127039 - **Phan Lý Bảo Hạnh**

21127056 - **Lâm Thiều Huy**

Team members absent: none.

1. Identify upcoming tasks:

No.	Description
1	Project plan
2	Vision document
3	Report documentation

2. Tasks assignment:

No.	Description	Start Date	Due Date	Responsibility
1	Project plan: Introduction + Project Overview + Organization	17/06	20/06	Duy
2	Project plan: Management Process (Project Plan + Project Estimates)	19/06	23/06	Huy

3	Project plan: Management Process (Project Monitoring and Control)	24/06	27/06	Hạnh + Duy
4	Vision Document: Introduction + Positioning + Stakeholder and User	17/06	20/06	Hạnh
5	Vision Document: Product Overview + Product Features + Non-Functional Requirements	21/06	27/06	Thiện + Huy
6	Weekly Meeting Report 1	19/06	20/06	Duy
7	Weekly Meeting Report 2	26/06	27/06	Hạnh
8	Sprint planning and review reports	27/06	28/06	Thiện
9	UML diagram of system, project app	17/06	20/06	Thiện