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 |