Planning Meeting Report

**05/08/2023 - 19/08/2023**

Group ID: 03

Project Name: **Coding Kittens**

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: 9h00 (GMT + 7), 19/08/2023.

Team members present:

21127170 - **Nguyễn Thế Thiện**

21127056 - **Lâm Thiều Huy**

21127027 - **Đinh Hoàng Duy**

21127039 - **Phan Lý Bảo Hạnh**

Team members absent: none.

**1. Identify upcoming tasks:**

|  |  |
| --- | --- |
| **No.** | **Description** |
| 1 | Test cases and report |
| 2 | Project presentation |
| 3 | Project document updates |
| 4 | Product release(s) |
| 5 | Project final submission |

**2. Tasks assignment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Description** | **Start Date** | **Due** **Date** | **Responsibility** |
| 1 | Test cases | 19/08/2023 | 22/08/2023 | Huy + Hạnh |
| 2 | Project document updates | 19/08/2023 | 22/08/2023 | Thiện |
| 3 | Project presentation preparation | 22/08/2023 | 24/08/2023 | Team |
| 4 | Product release | 19/08/2023 | 24/08/2023 | Duy + Thiện |
| 5 | Product final adjustments and release(s) | 24/08/2023 | 26/08/2023 | Team |
| 6 | Project final submission | 24/08/2023 | 26/08/2023 | Thiện |
| 7 | Project presentation preparation: final adjustments | 26/08/2023 | 28/08/2023 | Team |