

VNUHCM - University of Science

CS300 - CSC13002 - Introduction to Software Engineering

PLANNING MEETING REPORT

Sprint #1

01.06.2024 - 15.06.2024

- **Group ID:** 08
- **Group Name:** Super Idol
- **Project Name:** SIBOOKS WEB
- **Reporter:** Lê Phước Phát - 22127322

Student ID	Full Name	Email	Phone Number	Absent / Present
22127174	Ngô Văn Khải	nvkhai22@clc.fitus.edu.vn	0765505836	Present ▾
22127205	Bùi Lê Khôi	blkhoi22@clc.fitus.edu.vn	0369380864	Present ▾
22127322	Lê Phước Phát	lpphat22@clc.fitus.edu.vn	0769619867	Present ▾
22127388	Tô Quốc Thanh	tqthanh22@clc.fitus.edu.vn	0706892767	Present ▾
22127441	Thái Huyền Tùng	thtung22@clc.fitus.edu.vn	0901091940	Present ▾

I. Planning Meeting Information

- Meeting Date: **01.06.2024**
- Meeting Time: **21h30 GMT+7 (VN Time)**
- Meeting Location: **Zoom Meeting** ([link here](#))

II. Planning Meeting Description

1. Identifying and prioritizing tasks

Criteria	Problems	Affect	Probability	Consequences	Identified Tasks
Report PA#1	The structure of PA#1 can have some issues which make members need help.	Project ▾	Very High ▾	Catastrophic ▾	Watching the YouTube video guidelines from Mr Ho Tuan Thanh
	We do not know about the structure and requirements of the vision document, also the knowledge to do it.	Project ▾	Very High ▾	Catastrophic ▾	Design diagrams and research the given template Vision Document
	We do not know about the	Project ▾	Very High ▾	Catastrophic ▾	Design diagrams and research

Criteria	Problems	Affect	Probability	Consequences	Identified Tasks
	structure and requirements of the project plan document, also the knowledge to do it.				the given template Software Development Plan
Technology	Most of the members still do not know how to install the environments of the framework.	Project & Product ▾	High ▾	Serious ▾	Learn how to set up the framework environments from YouTube, sources, ...
	The knowledge of used frameworks is large.	Project & Product ▾	High ▾	Serious ▾	We need to train the skills (coding skills) about used framework and the framework language.
Organization	We don't have a detailed plan for this project.	Project ▾	High ▾	Serious ▾	Listing all tasks to do Drawing the Gantt chart Planning the project.
	We don't have a detailed organizational structure.	Project ▾	High ▾	Serious ▾	Drawing the detailed organizational structure.

2. User - stories / Use - cases for the next sprints

- We do not know the initial plan for this project so we need to receive feedback from TAs.
- We need to design the UI prototype for the key features in this sprint to code the frontend and backend.
- We need to boost up the energy and the speed to complete all the tasks we need.

3. Assigning tasks to team members

Student ID	Full Name	Roles	Tasks	Status
22127174	Ngô Văn Khải	BA - DB Designer - Backend Developer	[Report - PA1] <ul style="list-style-type: none"> • Writing project plan document about <ul style="list-style-type: none"> ◦ Requirements management ◦ Reporting and measurement ◦ Risk management ◦ Configuration management • Writing a vision document about <ul style="list-style-type: none"> ◦ Research about the market and customer. ◦ Introduction to the project. 	Handed over ▾
			[Database Design] Drawing and fixing completely <ul style="list-style-type: none"> • Entity Relationship Diagram • Relational Entity Models 	Handed over ▾
			[Backend Dev] Coding admins' functions about <ul style="list-style-type: none"> • API for creating books 	Handed over ▾

Student ID	Full Name	Roles	Tasks	Status
			<ul style="list-style-type: none"> • API for updating books • API for deleting books • API for creating authors, publishers, ... 	
			[Backend Analysis] Analyzing all the perspectives of the database from BA analysis	Handed over ▾
22127205	Bùi Lê Khôi	Frontend Graphics Designer - Reporter	[Report - PA1] <ul style="list-style-type: none"> • Writing project plan document about <ol style="list-style-type: none"> 1. Project Assumptions and Constraints 2. Project Deliverables • Writing a vision document about <ol style="list-style-type: none"> 1. Listing features that are planned to be done in the project, including functional and non-functional ones. 2. Add and adjust features that are planned in the project, and remove features that are not needed/necessary. 	Handed over ▾
			[Report - Weekly] Weekly Scrum Meeting Report #3 <ul style="list-style-type: none"> • Work done by each member in Week #3 • Problems and issues members have faced • Week 4 goals for each member • Summary 	Handed over ▾
			[Report - Weekly] Weekly Scrum Meeting Report #4 <ul style="list-style-type: none"> • Work done by each member in Week #4 • Problems and issues members have faced • Week 5 goals for each member • Summary 	Handed over ▾
			[Frontend Design] Using Figma to design UI prototype <ul style="list-style-type: none"> • Header - Footer • Notification • Product Detail Page • Delivery Process Page • View Full Order Page • Checkout Display • ... 	Handed over ▾
22127322	Lê Phước Phát	PM - Backend Developer - Tester - Reporter	[Report - PA1] <ul style="list-style-type: none"> • Writing project plan document about <ol style="list-style-type: none"> 1. Project Estimation <ol style="list-style-type: none"> a. Costs b. Schedule 2. Project Plan <ol style="list-style-type: none"> a. Drawing the Gantt Chart Management b. Listing all tasks needed to do c. Planning the schedule • Writing a vision document about <ol style="list-style-type: none"> 1. Drawing the diagram of the product perspective. 	Handed over ▾

Student ID	Full Name	Roles	Tasks	Status
			2. Listing all acceptances and dependencies.	
			[Report - Planning] Writing planning meeting report for sprint 2 <ul style="list-style-type: none"> Planning Meeting Information Planning Meeting Description <ul style="list-style-type: none"> Identifying and prioritizing tasks User stories / use cases for the next sprint Assigning tasks to team members Summary of the meeting 	Handed over ▾
			[Report - Review] Writing review meeting report for sprint 2 <ul style="list-style-type: none"> Review Meeting Information Review Meeting Description Summary of the meeting 	Handed over ▾
			[Backend Dev] Coding functions about <ul style="list-style-type: none"> API for signing up with a user account API for signing in with a user account API for signing in with a GOOGLE account 	Handed over ▾
			[Backend Design] Drawing Backend Software Architecture (general version)	Handed over ▾
			[Management Design] Drawing Organizational Structure (detailed version)	Handed over ▾
			[Project Management] Writing Team Contract	Handed over ▾
			[Project Management] Drawing Gantt Chart Schedule	Handed over ▾
22127388	Tô Quốc Thanh	BA - DB Engineer - Tester	[Report - PA1] <ul style="list-style-type: none"> Writing project plan document about <ol style="list-style-type: none"> Drawing organizational structure Writing roles and responsibilities of each team member. Writing a vision document about <ol style="list-style-type: none"> Defining stakeholders and end-users, and listing what they need in the project 	Handed over ▾
			[Backend Dev] Coding functions about <ul style="list-style-type: none"> API for forgetting passwords and using emails for authentication 	Handed over ▾
			[Database Dev] Writing the scripts for importing data into the database	Handed over ▾
22127441	Thái Huyền Tùng	Frontend Developer - Content Creator	[Report - PA1] <ul style="list-style-type: none"> Writing project plan document about <ol style="list-style-type: none"> Introduction (purpose, Scope, Overview) Project Overview (project Purpose, Scope, and Objectives) Writing a vision document about <ol style="list-style-type: none"> Listing problem statements and product positions to solve those. 	Handed over ▾
			[Frontend Dev] Coding UI/UX for <ul style="list-style-type: none"> Sign-Up Pages 	Handed over ▾

Student ID	Full Name	Roles	Tasks	Status
			<ul style="list-style-type: none"> • Sign-In Pages for <ul style="list-style-type: none"> ◦ User Accounts ◦ GOOGLE Account • Forgot password? 	
			[Frontend Design] Using Figma to design UI prototype <ul style="list-style-type: none"> • Sign In - Sign Up Pages • Home Page • Contact Page • About Us Page • Shop Books Page • Product Detail Page • Cart Page • Chatbot • ... 	Handed over ▾
General Tasks for Team Members			[Frontend Training] <ul style="list-style-type: none"> • Learn how to use the framework and code in the framework's languages <ul style="list-style-type: none"> ◦ Frameworks: HTML, ReactJS ◦ Languages: Java, JavaScript, CSS, SASS, SCSS, ... • Learn how to use Figma to design the front end. 	Handed over ▾
			[Backend Training] <ul style="list-style-type: none"> • Learn how to use the framework and code in the framework's languages <ul style="list-style-type: none"> ◦ Frameworks: FastAPI, Python libraries, ... ◦ Languages: Python 3, ... • Learn how to create a virtual environment python in VSCode • Installing all the Python library in requirements.txt • Learn how to test API by using FastAPI docs 	Handed over ▾
			[Database Training] <ul style="list-style-type: none"> • Learn how to use the framework and code in the framework's languages <ul style="list-style-type: none"> ◦ Frameworks: PostgreSQL, ... ◦ Languages: SQL, SQLAlchemy, ... • Learn how to deploy and import data into the database. 	Handed over ▾
			[Tools Training] Setting up all tools for managing the project <ul style="list-style-type: none"> • Google Drive: manage all documents, resources, reports, and schedules, ... • Trello: manage all tasks that each member needs to do • Toggl: manage the task time of each member • Github: manage the source code of this project • Discord or Zalo: discuss or chat with each other 	Handed over ▾

III. Summary of the meeting

- All group members discussed enthusiastically and asked many good and interesting questions.

- During this meeting, many issues needed to be resolved. Our team proposed some satisfactory solutions but still needed to be adjusted to suit current requirements.
 - All members were present fully, and on time and were handed over work without any objections.
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HCM City, June 1st, 2024

Project Manager - Reporter

Lê Phước Phát