# Sprint Planning Meeting

# (24-25 Jan)[TGLS-G2]

# Call to order

An online meeting (Discord) from 8 am to 12 pm on 24th Jan 2022 as part 1 and from 1 pm to 5 pm on 25th Jan as the final part

# Present

Meeting attendant included:

* **PHAM QUANG ANH [GCS190327] (scrum master, product owner)**
* **LE TRI BAO [GCS18668] (dev, information architect)**
* **DO DINH NGUYEN [GCS190370] (site design, tester)**

# Agenda (8 hours)

Day 1:

- Explain product specifications to all members (45 mins)

- Setup team goals and objectives (45 mins)

- Research and determine programming language and tools supporting our product (2 hours)

- List out questions to ask instructor (30 mins)

Day 2:

- Research Agile Scrum model and assign roles to members (1 hour)

- Setup team rules (30 mins)

- Outline group report structure (1 hour)

- Choose specifications to complete (45 mins)

- Explore Trello tool and layout tasks for the first sprint (45 mins)

# Unfinished task

* Choose specifications to complete
* Outline group report structure

# Announcements

Skip a few weeks to finish other subjects’ reports first, then return to this project later