**Scrum Meeting Minutes**

Date: November 16, 2023

Time: 7:00 PM - 9:00 PM

Location: Discord

**Attendees**

* 21127712 – Le Quang Truong Leader, Developer
* 21127443 – Tran Ngoc Truong Thinh Developer, Business Analyst
* 21127331– Nguyen Van Tuan Kiet Developer, Design
* 21127315 – Nguyen Gia Khanh Developer, Tester
* 21127606 – Bui Nguyen Hanh Developer, Tester

**Agenda**

* Project Status Update
* Issues announcement
* Next Steps

**Discussion**

* Trường hosted the meeting, created documents.
* Team members discussed about the gerenal regulations that should be followed while writing use case documents
* Team members work as planned, making use case documents.
* Kiệt suggested to merge all the use case documents into one file using table format and team members agreed to do so.
* Trường suggested future plans

**Decisions**

1. There will be works at the finalize meeting to be done so all team members attendance is required
2. The team agreed to proceed with the proposed campaign for the website

**Next Steps**

1. There will be 1 more meetings this week by Thursday Nov 18.
2. Trường will announce the team when a change is needed.

**Adjournment**

The meeting concluded at 9:00 PM. The next meeting is scheduled for November 16, 2023, at 7:00 PM.

Prepared by:

Le Quang Truong(Team lead)