**Sprint 4 Summarize Meeting Minutes**

Date: December 15, 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
* Summarize the teams progress on the project
* Next Steps

**Discussion**

Meeting planning

* Trường hosted the meeting, created documents.
* Each team members’ performance are evaluated
* The team completed the rest of the Software Architecture document
* The team revised project plan and revision as the TAs suggested right after the previous sprint (PA03)
* A revision at reports have been made, everyone agreed with the contents in the reports

**Decisions**

1. The team agreed to proceed with the proposed campaign for the website

**Next Steps**

1. Next sprints meetings are scheduled, starting from next week

**Adjournment**

The meeting concluded at 9:00 PM. The next meeting is scheduled for December 10, 2023, at 7:00 PM.

Prepared by:

Le Quang Truong(Team lead)