**Sprint 5 Summarize Meeting Minutes**

Date: Jan 8, 2024

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 and tasks are listed in Project Contribution sheet.
* The team continued on testing the webs’ main functionality
* The team discussed on bugs and made solution together.
* 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. A demonstration session will be held at 19:45 Jan 8, 2024.

Prepared by:

Le Quang Truong(Team lead)