**Scrum Meeting Minutes 1**

Date: Dec 27, 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 shared their progress and any potential roadblocks encountered.
* Team members updated their progress and giving out theirs issues
* Team members completed the Master test plan
* Team members write test cases.
* Trường suggested future plans

**Decisions**

1. The team agreed to proceed with the proposed campaign for the website
2. No major changes were made

**Next Steps**

1. There will be 2 more meetings this week by Jan 3 and Jan 8.
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 December 27, 2023, at 7:00 PM.

Prepared by:

Le Quang Truong(Team lead)