PROJECT STATUS MEETING MINUTES

1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
01/13/2025	Zoom Meeting	20:30	22:00

ATTENDEES

NAME	ROLE
Tien Nguyen Anh	Product Lead
Hieu Nguyen Van	Quality Lead
Thanh Khuat Dinh	Project Manager
Dung Phung Tien	UI/UX Lead/Frontend Lead
Khanh Nguyen Duy	Backend Lead/Onchain/Offchain Lead

2. PROJECT OVERVIEW

A brief overview of the project's goals and objectives. Include a summary of the project's current status.

OVERVIEW
Provide an update on the project progress, including the user feedback report, UAT results, marketing activities, user guide documentation, and more. Additionally, provide an update on the PoA result for M3.

3. AGENDA

A brief outline of the topics or agenda items for the meeting.

AGENDA ITEMS	OWNER / PRESENTED BY	START TIME	DURATION
Update the project progress	Thanh Khuat Dinh	20:30	20:45
Update on improved requirements for the platform	Thanh Khuat Dinh	20:45	21:15
Update the platform (bug bounty page, checklist, version, guide docs, smc)	Dung Phung Tien/Khanh Nguyen Duy	21:15	21:45
Discussion on the implementation of the bug bounty program	Tien Nguyen Anh	21:45	22:00
Q&A	Project Team	22:00	22:15

4. TASK AND ACTIVITY UPDATES

Updates on the progress of specific tasks and activities, including any tasks that are completed, in progress, or delayed.

SUMMARY
Update the progress of the tasks in the past week, including the delivery of the UAT plan, test product, user guide/implementation documents, and the smart contract vulnerability assessment reports.

ACTION ITEMS AND STATUS UPDATES	OWNER / PRESENTED BY	STATUS
Implementation guide	Dung Phung Tien	Done
User feedback collection activities will be ongoing	Tien Anh Nguyen	Done
Design page and contents: Bug Bounty.	Dung Phung Tien	In Progress
Continue 1st marketing campaign	Tien Anh Nguyen	In Progress
Conduct UAT testing	Hieu Nguyen Van/Thanh Khuat Dinh	Done
Update milestone 3 PoA result	Thanh Khuat Dinh	Done
Research and improve smart contracts	Khanh Nguyen Duy	Done
Design a lucky money game	Tien Nguyen Anh	Cancelled
Approval of user guide/implementation documents.	Tien Anh Nguyen/Hieu Nguyen Van	Done

Adding version changes to the source code on the platform's Github.	Dung Phung Tien	In Progress
Developing the merge/deploy process (checklist).	Dung Phung Tien	In Progress
Writing the content for the "About Us" and "FAQs" pages.	Tien Anh Nguyen	In Progress

5. MILESTONE PROGRESS

Updates on the completion of key milestones or phases, including any delays or challenges encountered.

MILESTONES
The user guide/implementation document has been completed.
The user feedback collection has been completed.
The bug bounty page needs further improvements.
The marketing campaign continues to be active.
UAT testing has been completed, and bugs have been logged for the development team.
The Project Catalyst team has approved milestone 3.
Smart contract improvements have been made based on feedback from the Quality Lead.
The implementation of the "Lucky Money" program for the Lunar New Year has been canceled.
The user guide/implementation document has been completed.
No updates have been added for the versioning of the source code yet.
The issues related to building the deployment process (checklist) have been resolved.
The content for the "About Us" section and FAQs is being drafted and will be completed soon.

6. UPCOMING TASKS AND MILESTONES

List tasks and milestones expected to be completed before the next meeting. Include potential challenges or concerns regarding upcoming work.

TASKS AND MILESTONES

Complete information on the bug bounty page has been finalized.
Open source code has to include documentation for the change log (version management).
The marketing campaign (teaser posts) continues to run.
The development team is fixing bugs based on the results of UAT testing.
The deployment process has been agreed upon, and all parties clearly understand their responsibilities.
The "About Us" and FAQ sections have been completed.

7. NEXT STEPS

Summarize key next steps agreed upon in the meeting. Include any follow-up actions or tasks to be taken before the next meeting

NEXT STEPS
The bug bounty program has been launched to the community.
The deployment process for the platform has been finalized.
An evaluation of pending tasks and the key focus for the upcoming period was discussed, along with an announcement regarding the Chinese New Year break.

8. MEETING CONCLUSION

Note a brief wrap-up of the meeting discussions. Confirm the date, time, and location of the next meeting. Note any materials to be distributed before the next meeting.

WRAP-UP
The meeting resulted in logging bugs for the development team based on UAT test results. The project team also clarified how to build the deployment process for the platform. Additionally, the promotional content for next week was agreed upon.

DATE OF NEXT MEETING	LOCATION OF NEXT MEETING
01/20/2025	Zoom Meeting

9. ATTACHMENTS OR SUPPORTING MATERIALS

Link or attach relevant documents, presentations, or reports discussed during the meeting.

MATERIALS
Important links to pay attention to: Record Link: [Video Record Link](#)

10. APPROVAL AND SIGNATURES

Sign below to approve meeting minutes.

NAME	SIGNATURE