

# PROJECT STATUS MEETING MINUTES

## 1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
02/10/2025	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
<p>Inform about the tasks completed before the Lunar New Year holiday and any pending issues. At the same time, assign tasks for after the holiday.</p>

### 3. AGENDA

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

AGENDA ITEMS	OWNER / PRESENTED BY	START TIME	END TIME
Update project progress currently	Thanh Khuat Dinh	20:30	20:50
Update and discuss the response of Bug Bounty program	Project Team	20:50	21:15
Assign project tasks	Thanh Khuat Dinh	21:15	21:30
Q&A	Project Team	21:30	22:00

### 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 on the tasks before/after the Lunar New Year and any pending tasks. At the same time, implement the tasks according to the plan to ensure progress is on schedule.		
ACTION ITEMS AND STATUS UPDATES	OWNER / PRESENTED BY	STATUS
The deployment process has been agreed upon, and all parties clearly understand their responsibilities.	Dung Phung Tien	In Progress
Continue 1st marketing campaign	Tien Anh Nguyen	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 issue with uploading files larger than 1MB has been fixed.
During the Lunar New Year period, the platform has been operating stably.
Finalize the UAT result report.
For the next UAT process, after collecting all feedbacks/bugs, we will proceed to select the feedbacks/bugs that need improvement.
Regarding the platform promotion progress, 8 out of 10 articles have been completed.

To submit M4, the bug bounty report needs to be completed and 2 promotional articles must be published.

The platform deployment process requires a trial run to ensure it functions properly and stably. (Trial is scheduled for February 17)

## 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

Build the UAT plan.

Test the platform deployment.

Research how to handle feedbacks/bugs.

Complete the bug bounty program final report template.

Edit the README.md file in the GitHub repository.

Write the content for the "About Us" and "FAQ" pages.

Review the user guide/implementation documentation.

Continue running the 1st platform promotion campaign.

## 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

Test the platform deployment process (checklist).

Update the work progress from the past week.

Agree on the feedbacks/bugs that need improvement.

Build a PoA draft to prepare for M4 submission.

## 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 clarified the project's work progress, outstanding issues, and all project members are now clear on their tasks.

DATE OF NEXT MEETING

LOCATION OF NEXT MEETING

02/17/2025

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:

10. APPROVAL AND SIGNATURES

*Sign below to approve meeting minutes.*

NAME

SIGNATURE
