PROJECT STATUS MEETING MINUTES

1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
10/28/2024	Zoom Meeting	20:30	22:00

ATTENDEES

NAME	ROLE
Tien Nguyen Anh	Product 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
To effectively manage and implement the CIP68 project, ensuring its timely completion while resolving any outstanding tasks this month.

3. AGENDA

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

AGENDA ITEMS	OWNER / PRESENTED BY	START TIME	DURATION
Outline the methods and strategies for managing the project.	Thanh Khuat Dinh	20:30	30m
Review and assess outstanding tasks.	Thanh Khuat Dinh	21:00	30m
Allocate tasks and drive project progress	Thanh Khuat Dinh	21:30	30m
Q&A	Tien Nguyen Anh	21:45	15m

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
Discuss, evaluate, and propose solutions for milestone 1, while simultaneously accelerating progress on milestone 2.

ACTION ITEMS AND STATUS UPDATES	OWNER / PRESENTED BY	STATUS
Finalize the PRD documentation	Tien Anh Nguyen	In Progress
Set up the project management documentations	Thanh Khuat Dinh	In Progress

5. MILESTONE PROGRESS

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

MILESTONES
Milestone 1 is currently behind schedule.
Milestone 2 is expected to be delayed until November for the PoA handover.
It is necessary to address the challenges of the delay before launching the Preview product.

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

Finalize the PRD documentation
Revise and translate documents according to MR's comments.
Deliver project management deliverables.
A quotation from the vendors with similar specifications
Create detailed work breakdown structures for frontend and backend development.
Smart contract specification design
Develop smart contracts
Offchain and Onchain code Integration

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
Submit the revised PoA of M1 to Mr. Tien and Mr. Hieu for approval.
Assess the status of the project.
The dev team needs to present a detailed product completion plan to determine the most feasible approach.
Develop a plan for marketing communications, bug bounty programs, and other related activities.
Complete other essential project management documents.

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
We have a clear understanding of how the project works. We have a comprehensive grasp of the project operations.

DATE OF NEXT MEETING	LOCATION OF NEXT MEETING
11/04/2024	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: here Milestone Project Catalyst Link: here 1. Github Project PoA: here 2. Meeting Minutes Record Link: old version, new version 3. RACI Chart Link: here 4. WBS Link: here 5. API Design Link: here