

# PROJECT STATUS MEETING MINUTES

## 1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
01/06/2025	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>Project progress updates include collecting user feedback, marketing, user guides, and more. At the same time, updating the PoA results for M3.</p>

### 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
Check user feedback form results	Thanh Khuat Dinh	20:45	21:15
Update Week 3 marketing 1st	Tien Anh Nguyen	21:15	21:30
Update product test & userguide/implementation docs	Tien Phung Tien/Khanh Nguyen Duy	21:30	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
Documentation for using product features in text and video	Dung Phung Tien	Done
Implementation guide	Dung Phung Tien	Done
User feedback collection activities will be ongoing	Tien Anh Nguyen	In Progress
Design 3 page and contents: About us, FAQs, and Bug Bounty.	Tien Anh Nguyen/Dung Phung Tien	In Progress
Continue 1st marketing campaign	Tien Anh Nguyen	In Progress
Conduct UAT testing	Hieu Nguyen Van/Thanh Khuat Dinh	In Progress
Update milestone 3 PoA result	Thanh Khuat Dinh	Done
Research M2 optional tasks and improve smart contracts	Khanh Nguyen Duy	In Progress
Design a lucky money game	Tien Nguyen Anh	In Progress

### 5. MILESTONE PROGRESS

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

MILESTONES
The user feedback gg form has been closed.
The user guide document has been completed.
The user implementation document is nearly finished.
The design of the bug bounty program information page is in progress. The "About Us" and "FAQs" pages have been changed, and the information will be displayed from the GitHub wiki.
Marketing communication activities are continuing.
UAT testing activities will restart this week.
Ongoing repairs and improvements to the smart contract source code.
The latest PoA results in M3 have received 2 approvals.
The lucky money game research is still ongoing.
The task of adding a version to the source code has not yet started.

## 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
User feedback collection activities will be ongoing
Design page and contents: Bug Bounty.
Continue 1st marketing campaign
Conduct UAT testing
Update milestone 3 PoA result
Research M2 optional tasks and improve smart contracts

Design a lucky money game
Approval of user guide/implementation documents.
Adding version changes to the source code on the platform's Github.
Developing the merge/deploy process (checklist).
Writing the content for the "About Us" and "FAQs" pages.

## 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
Running the bug bounty program.
Completing UAT testing and reporting results.
Completing the deploy/merge process (checklist).
Completing the changelog file on the source code Github.
The user guide/implementation document has been completed and approved by Mr. Tien and Mr. Hieu.

## 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 user feedback and proposed solutions for future product improvements. Additionally, the tasks for each team member this week have been assigned.

DATE OF NEXT MEETING	LOCATION OF NEXT MEETING
01/13/2025	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](#)