

PROJECT STATUS MEETING MINUTES

1. MEETING DETAILS

| DATE | LOCATION | START TIME | END TIME |
|------------|--------------|------------|----------|
| 12/30/2024 | 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 |
|--|
| Update the milestone 4 progress and align the upcoming work schedule. Moreover, update the result of PoA M3. |

3. AGENDA

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

| AGENDA ITEMS | OWNER / PRESENTED BY | START TIME | DURATION |
|---|---------------------------------|------------|----------|
| Update project progress | Thanh Khuat Dinh | 20:30 | 20:45 |
| Finalize UAT & bug bounty plans | Thanh Khuat Dinh | 20:45 | 21:30 |
| Discuss smart contract vulnerabilities | Tien Nguyen Anh/Hieu Nguyen Van | 21:30 | 22:00 |
| Update product test and userguide/implementation docs | Dung Phung Tien | 22:00 | 22:15 |
| Q&A | Project Team | 22:15 | 22:30 |

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 | In Progress |
| Implementation guide | Dung Phung Tien | In Progress |
| Update the progress on the smart contract assessment reports | Tien Nguyen Anh | Done |
| Approval of the quality of MVP | Tien Nguyen Anh/Hieu Nguyen Van | Done |
| Ready to submit PoA of milestone 3 | Thanh Khuat Dinh | Done |
| Plan the UAT testing | Thanh Khuat Dinh | Done |
| The first marketing campaign will be launched | Tien Anh Nguyen | Done |
| User feedback collection activities will be ongoing | Tien Anh Nguyen | Not Started |
| All tasks related to the bug bounty program plan will be completed | Thanh Khuat Dinh | Done |
| The smart contract vulnerability assessment will be finalized | Tien Nguyen Anh/Hieu Nguyen Van/VTechCom | Done |

| | | |
|---|---------------------------------|-------------|
| The PoA for Milestone 3 will be reviewed and submitted | Tien Nguyen Anh/Hieu Nguyen Van | Done |
| The UAT test plan will be executed according to the scenario (spreadsheet) | Thanh Khuat Dinh | Done |
| Connected between stake address and payment address (issue: find API to read) | Khanh Nguyen Duy | In Progress |

5. MILESTONE PROGRESS

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

| MILESTONES |
|---|
| PoA milestone 3 submitted to Project Catalyst. |
| UAT plan and bug bounty plan completed. |
| User guide/implementation docs are in progress. |
| Test version released. |
| Adjust user feedback collection schedule. |

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 |
|--|
| Collaborate with Mr. Dung on the user guide/implementation docs. |
| Design 3 page and contents: About us, FAQs, and Bug Bounty. |
| Launch user feedback program. |
| Continue 1st marketing campaign. |
| Conduct UAT testing. |
| Prepare content for the upcoming week. |
| Evaluate milestone 3 PoA. |

Research M2 optional tasks and improve smart contracts.

Design a lucky money game.

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

Finalize user guides. (userguide, implementation).

Continue feedback, marketing, and UAT activities.

Improve smart contracts based on assessments.

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 procedures for implementing feedback collection, bug bounty, and UAT testing activities. At the same time, the marketing deployment schedule for the week was agreed upon.

DATE OF NEXT MEETING

LOCATION OF NEXT MEETING

01/06/2025

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](#)