

PROJECT STATUS MEETING MINUTES

1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
12/09/2024	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
<p>The quality of the test version and the smart contract report have been reviewed and evaluated. More importantly, the deliverables of Project Milestone 3 have been reviewed.</p>

3. AGENDA

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

AGENDA ITEMS	OWNER / PRESENTED BY	START TIME	DURATION
Present the main content of the meeting	Thanh Khuat Dinh	20:30	15m
Update the progress of the project (product test, PoA M2,3, feedback)	Thanh Khuat Dinh	20:45	30m
Update and discuss the tasks of the platform	Dung Phung Tien	21:15	30m
Approval of the quality of MVP (smart contract outputs, product test, assessment report)	Tien Nguyen Anh/Hieu Nguyen Van	21:45	15m
Q&A	Project Team	22:00	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		
Update the progress of the tasks in the past week, including the delivery of the test product, and the smart contract vulnerability assessment report.		
ACTION ITEMS AND STATUS UPDATES	OWNER / PRESENTED BY	STATUS
Update Backend/Frontend development	Dung Phung Tien	In Progress
Deploy the MVP on the Preview network	Dung Phung Tien	Done
Create multiple NFTs from importing csv files	Dung Phung Tien	Done
Can mint tokens with the quantity property	Khanh Nguyen Duy/Dung Phung Tien	Done
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 report	Tien Nguyen Anh	In Progress
Update the smart contract report based on the project team's feedback	Khanh Nguyen Duy	In Progress
Approval of the quality of MVP	Tien Nguyen Anh/Hieu Nguyen Van	In Progress

5. MILESTONE PROGRESS

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

MILESTONES
Milestone 2 has already received 2/2 approval from the reviewer.
Prepared the outputs of PoA milestone 3.
The test version has been revised and updated based on feedback v2,3.0.
Related documents (user guide, implementation guide) are ongoing.
The vulnerability assessment report is ongoing.
Agreed on the PoA M3 submission 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
Documentation for using product features in text and video.
Implementation guide.
Update the smart contract report based on the project team's feedback.
Ready to submit PoA of milestone 3.
Create user guides/tutorials.
Conduct the UAT testing.

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
Ready to submit PoA of milestone 3.
Documentation for using product features in text and video.
Implementation guide.
Conduct assess the smart contract of the project.
Plan the UAT testing.

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 addressed the challenges in product development and positioned the team to deliver milestone 3.

DATE OF NEXT MEETING	LOCATION OF NEXT MEETING
12/16/2024	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: Video Record Link