PROJECT STATUS MEETING MINUTES

1. MEETING DETAILS

DATE	LOCATION		START TIME	END TIME
12/16/2024	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
Review and resolve milestone 3 deliverables for PoA submission and discuss subsequent milestones.

3. AGENDA

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

AGENDA ITEMS	OWNER / PRESENTED BY	START TIME	DURATION
Project progress updates (product test, feedback, smart contract assessment)	Thanh Khuat Dinh	20:30	15m
Progress update on smart contract vulnerability assessment	Tien Nguyen Anh/Hieu Nguyen Van	20:45	15m
Updates and discussion on prototype development and related documentation	Dung Phung Tien/Khanh Nguyen Duy	21:00	30m
Q&A	Project Team	21:30	10m

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 reports.

ACTION ITEMS AND STATUS UPDATES	OWNER / PRESENTED BY	STATUS
Update Backend/Frontend development	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 reports	Tien Nguyen Anh	In Progress
Approval of the quality of MVP	Tien Nguyen Anh/Hieu Nguyen Van	In Progress
Ready to submit PoA of milestone 3	Thanh Khuat Dinh	In Progress
Plan the UAT testing	Thanh Khuat Dinh	In Progress

5. MILESTONE PROGRESS

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

MILESTONES
Today, the platform's core functionalities are fully operational as designed.
The UAT (User Acceptance Testing) plan is being finalized.
Implementation/Guide documents are being drafted and will be completed soon.
The smart contract vulnerability assessment report is expected to be completed by the end of the week (December 21, 2024).
The prototype is undergoing pre-release evaluation and testing.
The prototype review and Milestone 3 PoA submission are scheduled for the end of the week (December 22, 2024).
Feedback from the Product Lead/Quality Lead is expected on December 20, 2024.
The Product Lead/Quality Lead identified several smart contract vulnerabilities.
A proposal for a lucky money minigame for the project's event was made.

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 progress on the smart contract assessment reports
Approval of the quality of MVP
Ready to submit PoA of milestone 3
Plan the UAT testing

Preparations for user feedback collection are underway.
Finalization of the bug bounty documentation.

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
Implementation of user feedback collection on the platform.
Update on Milestone 3 PoA submission results.
Approval of the bug bounty documentation.
Commencement of pre-work for subsequent milestones.

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 helped team members understand the key tasks within the upcoming milestones and address any issues encountered during the work.

DATE OF NEXT MEETING	LOCATION OF NEXT MEETING
12/23/2024	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](#)