

# PROJECT STATUS MEETING MINUTES

## 1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
11/04/2024	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>We discussed and finalized the product delivery schedule. Meanwhile, we audited all critical tasks from the previous week. Additionally, we planned the actions for the next milestones.</p>

### 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 and answer project team's questions	Dev Team	20:30	30m
Complete Gantt Chart document	Thanh Khuat Dinh	21:00	30m
Review PoA of M2 and M3	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		
Update project progress and answer project team's questions.		
ACTION ITEMS AND STATUS UPDATES	OWNER / PRESENTED BY	STATUS
Finalize the PRD documentation	Thanh Khuat Dinh	Done
Revise and translate documents according to MR's comments.	Thanh Khuat Dinh	Done
Deliver project management deliverables.	Thanh Khuat Dinh	Done
A quotation from the vendors with similar specifications	Tien Anh Nguyen	Done
Update Backend/Frontend development	Dung Phung Tien	In Progress
Create detailed work breakdown structures for frontend and backend development.	Dung Phung Tien	In Progress
Smart contract specification design	Khanh Nguyen Duy	In Progress
Develop smart contracts	Khanh Nguyen Duy	In Progress
Offchain and Onchain code Integration	Khanh Nguyen Duy	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
Frontend Development
Backend Development
Smart contract specification design
Develop smart contracts
Offchain and Onchain code Integration
Set up marketing, bug bounty, and user feedback form plan

## 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
Develop mint and store smart contract
Develop a plan for marketing communications, bug bounty programs, and other related activities.
Frontend/Backend development
Update project tasks to prepare for M2

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## 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 Project Team has grasped the project progress, answered the questions of the smart contract terms, and simultaneously planned the actions for the upcoming week.

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: <a href="#">Video Record Link</a>