

PROJECT STATUS MEETING MINUTES

1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
12/23/2024	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
Meeting to roll out the tasks involved in releasing the trial version to the community as outlined in M4. Additionally, we will address any unfinished tasks from M3.

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 (UAT plan, product test, feedback, smart contract assessment)	Thanh Khuat Dinh	20:30	15m
Finalize the content and schedule for milestone 4	Thanh Khuat Dinh	20:45	30m
Progress update on smart contract vulnerability assessment	Tien Nguyen Anh	21:15	15m
Updates and discussion on MVP development and related documentation	Dung Phung Tien/Khanh Nguyen Duy	21:30	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 UAT plan, test product, 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	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
The smart contract vulnerability assessment is expected to be completed by December 25, 2024.
We have decided to proceed with the product test and user feedback release on December 25, 2024.
The content and timeline for the product test release have been finalized.
The UAT plan document has been completed.
User guide/implementation documents will be completed on 27/12/2024.
The test version has updated feedback from Mr. Tien and Mr. Hieu.

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
The first marketing campaign will be launched.
User feedback collection activities will be initiated.
All tasks related to the bug bounty program plan will be completed.
The smart contract vulnerability assessment will be finalized.
The PoA for Milestone 3 will be reviewed and submitted.
The UAT test plan will be executed according to the defined scenario.

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
The product test will be released to the community.
User feedback will be collected.
The PoA for M3 will be submitted.
The content and schedule for activities in the upcoming week will be prepared.

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
This meeting has updated the project progress and addressed outstanding tasks. All members have a clear understanding of their tasks and the schedule for this week.

DATE OF NEXT MEETING	LOCATION OF NEXT MEETING
12/30/2024	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