

PROJECT STATUS MEETING MINUTES

1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
02/24/2025	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 will discuss and combine product feedback and bugs to improve the product. We will also decide how serious the errors are, what rewards will be given, and what the final decisions are. At the same time, we will hand over the milestone 4 Project of Authority (PoA).</p>

3. AGENDA

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

AGENDA ITEMS	OWNER / PRESENTED BY	START TIME	END TIME
Update project progress currently	Thanh Khuat Dinh	20:30	20:45
Complete the final bug bounty report (level of bugs, bounty, conclusion)	Project Team	20:45	21:15
Gather feedback/bugs to make improvements.	Project Team	21:15	21:30
Q&A	Project Team	21:30	22:00

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 final bug bounty report, UAT plan, test product, and milestone 5.		
ACTION ITEMS AND STATUS UPDATES	OWNER / PRESENTED BY	STATUS
The deployment process has been agreed upon, and all parties clearly understand their responsibilities.	Dung Phung Tien	Done
Continue 1st marketing campaign	Tien Anh Nguyen	Done
Writing the content for the "About Us" and "FAQs" pages.	Tien Anh Nguyen	Done

5. MILESTONE PROGRESS

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

MILESTONES
The platform deployment process has been successfully tested.
The required number of marketing promotion articles has been completed.
The bug bounty program has been completed.
The PoA M4 document has been handed over for submission to Project Catalyst.

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
Feature development will be based on selected feedback/bugs.
The second phase of the marketing campaign will be launched.
The preprod network of platform deployment process will be tested again.
A bug check will be conducted after the bugs have been fixed.
A user interface with a "Preprod" and "Mainnet" network selection button will be added.
The final bug bounty report document will be completed.
PoA M4 will be submitted to Project Catalyst.

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
To deploy the platform to the mainnet network.
The UAT testing process for users will be carried out.
Other outputs for M5 will be completed.
The results of the PoA M4 evaluation will be reviewed.

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 discussed the handover of PoA M4 with all the outputs committed in PoM, as well as the assignment of tasks for the implementation of milestone 5. Additionally, the platform deployment needs to be re-implemented.

DATE OF NEXT MEETING	LOCATION OF NEXT MEETING
03/03/2025	Zoom Meeting

9. ATTACHMENTS OR SUPPORTING MATERIALS

Link or attach relevant documents, presentations, or reports discussed during the meeting.

MATERIALS
<p>Important links to pay attention to:</p> <p>Record Link: Video Record Link</p>

10. APPROVAL AND SIGNATURES

Sign below to approve meeting minutes.

NAME	SIGNATURE