

PROJECT STATUS MEETING MINUTES

1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
12/02/2024	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 important contents of the meeting, product test, and update the PoA of milestone 2	Thanh Khuat Dinh	20:30	15m
Update the FE/BE progress and collect feedback from the project team	Dung Phung Tien	20:45	30m
Delivery of the outputs of milestone 3	Khanh Nguyen Duy	21:15	30m
Update the progress on the smart contract assessment report	Tien Nguyen Anh	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
Update the progress on the smart contract assessment report	Tien Nguyen Anh	In Progress
Test case smart contract	Khanh Nguyen Duy	Done
CIP68 smart contract report	Khanh Nguyen Duy	Done
Video demo of what smart contract does	Khanh Nguyen Duy	Done
Approval of the quality of MVP	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 1/2 approval from the reviewer.
Mr. Khanh has successfully delivered all outputs for Milestone 3.

Essentially, the test version has been revised and updated based on feedback v2.0, and has entered the internal testing phase by the project team.

The vulnerability assessment report is still under review.

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

Update Backend/Frontend development based on the project team's feedback

Deploy the MVP on the Preview network

Update the progress on the smart contract assessment report

Approval of the quality of MVP

Create multiple NFTs from importing csv files

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

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

Update the assessment results of PoA milestone 2.

Implement marketing tasks of the first phase according to the agreed plan.

Conduct a user survey on the product.

Prepare the outputs of PoA milestone 3.

Plan for UAT testing.

Plan to create user guides/tutorials.

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 addressed inquiries regarding ongoing challenges. The test version is ready for internal testing and the outputs of Milestone 3, excluding the smart contract vulnerability report, have been delivered.

DATE OF NEXT MEETING

LOCATION OF NEXT MEETING

12/09/2024

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](#)

10. APPROVAL AND SIGNATURES

Sign below to approve meeting minutes.

NAME	SIGNATURE
Tien Nguyen Anh	
Hieu Nguyen Van	
Thanh Khuat Dinh	