Start day: 22/11/2013

End day: 25/11/2013

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| **No** | **Name** | **Task** |
| 1 | Chau | Research role support engineer in ACDM  Research Stage 6 in ACDM  Define daily meeting template and how to update |
| 2 | Dao | Research role Chief scientist in ACDM  Research Stage 5 in ACDM  Research tool for control Scrum and Sprint  Update change |
| 3 | Quang Huy | Research role Managing engineer and Product engineer in ACDM  Research Stage 7 in ACDM  Description step in Scrum |
| 4 | Xuan Huy | Research role Quality process engineer in ACDM  Research Stage 4 in ACDM  Document in Scrum  Define test plan, test report template, test case template |
| 5 | Khang | Research role Requirement engineer  Research Stage 1 – 2 in ACDM  Role and responsibility in Scrum  Define Product backlog template, sprint backlog template |
| 6 | Phu | Research role Chief architect in ACDM  Research Stage 3 in ACDM  Scrum model and ACDM and how to mapping |