Class: 21CLC10 – Introduction to Software Engineering

Group ID: 04

Group Name: Code999+Bugs

Project Name: 2HandBook

**WEEKLY SCRUM MEETING MINUTES**

Sprint 01 (12/06/2023 - 25/06/2023)

Members:

21127189 - Đinh Quý Triều

21127197 - Nguyễn Đức Tuấn

21127232 - Nguyễn Thanh Bình

**21127453 - Hoàng Anh Trà**

22127096 - Trần Phúc Hải

About Sprint 01:

* Complete some parts of Project Plan
* Complete Vision Document
* Build UI prototype and HTML files for some screens.

**SPRINT 1 - 17/06 MEETING MINUTES**

Host: 21127453 - Hoàng Anh Trà

Secretary: 22127096 - Trần Phúc Hải

Time: 20:05 - 21:29 17/06/2023

Members present: 5

21127189 - Đinh Quý Triều

21127197 - Nguyễn Đức Tuấn

21127232 - Nguyễn Thanh Bình

**21127453 - Hoàng Anh Trà**

22127096 - Trần Phúc Hải

Members absent: 0

Status Report:

21127189 - Đinh Quý Triều

* Completed Tasks
* In-progress Tasks
  + Build UI prototype and HTML files for Profile updating, Screen for product uploading.
  + Complete Project Plan (1. Introduction and 4.3.1)
  + Complete Vision Document (1. Introduction)
* Issues/Obstacles
  + Naming rules of HTML
  + Unfamiliarity with Github branching to publish code

21127197 - Nguyễn Đức Tuấn

* Completed Tasks
  + Complete Vision Document (2. Positioning)
  + Complete Project Plan (2. Project Overview)
* In-progress Tasks
  + Build UI prototype and HTML file for Specific product screen.
* Issues/Obstacles
  + Unfamiliarity with Github branching to publish code

21127232 - Nguyễn Thanh Bình

* Completed Tasks
* In-progress Tasks
  + Build UI prototype and HTML files for Main Screen.
  + Complete Project Plan (4.2 Project Plan)
  + Complete Vision Document (5. Non-Functional Requirements)
* Issues/Obstacles
  + Uncertainty about unassigned tasks in “Project Plan” documentation

21127453 - Hoàng Anh Trà

* Completed Tasks
  + Complete Project Plan (3. Project Organization)
  + Complete Vision Document (3. Stakeholder and User Descriptions)
* In-progress Tasks
  + Build UI prototype and HTML files for About us & Contact, Sign up, Log in, Admin handle screen.
* Issues/Obstacles

22127096 - Trần Phúc Hải

* Completed Tasks
  + Complete Vision Document (4. Product Features)
  + Complete Project Plan (4.3.3)
* In-progress Tasks
  + Build UI prototype and HTML files for All products, Payment screen.
* Issues/Obstacles
  + Lack of knowledge about CSS and the capabilities of HTML
  + Naming rules of HTML
  + Unfamiliarity with Github branching to publish code

Summary

* Every member of the team is aware of their tasks.
* The issues presented in the meeting aren’t overly critical and have been dealt with.
* Tasks are expected to be completed in time. If possible, more tasks related to the back-end will be assigned next week.

**SPRINT 1 - 24/06 MEETING MINUTES**

Host: 21127453 - Hoàng Anh Trà

Secretary: 21127189 - Đinh Quý Triều

Time: 20:00 - 21:35 24/06/2023

Members present:

21127189 - Đinh Quý Triều

21127197 - Nguyễn Đức Tuấn

21127232 - Nguyễn Thanh Bình

**21127453 - Hoàng Anh Trà**

22127096 - Trần Phúc Hải

Members absent: 0

Status Report:

21127189 - Đinh Quý Triều

* Completed Tasks
  + Build UI prototype and HTML files for Profile updating, Screen for product uploading.
  + Complete Project Plan (1. Introduction and 4.3.1)
  + Complete Vision Document (1. Introduction)
* To-do Tasks
  + None
* Issues/Obstacles
  + None

21127197 - Nguyễn Đức Tuấn

* Completed Tasks
  + Complete Vision Document (2. Positioning)
  + Complete Project Plan (2. Project Overview)
  + Build UI prototype and HTML file for Specific product screen.
* To-do Tasks
  + None
* Issues/Obstacles
  + None

21127232 - Nguyễn Thanh Bình

* Completed Tasks
  + Build UI prototype and HTML files for Main Screen.
  + Complete Project Plan (4.2 Project Plan)
  + Complete Vision Document (5. Non-Functional Requirements)
* To-do Tasks
  + None
* Issues/Obstacles
  + None

21127453 - Hoàng Anh Trà

* Completed Tasks
  + Complete Project Plan (3. Project Organization)
  + Complete Vision Document (3. Stakeholder and User Descriptions)
  + Build UI prototype and HTML files for About us & Contact, Sign up, Log in, Admin handle screen.
* To-do Tasks
  + None
* Issues/Obstacles
  + None

22127096 - Trần Phúc Hải

* Completed Tasks
  + Complete Vision Document (4. Product Features)
  + Complete Project Plan (4.3.3)
  + Build UI prototype and HTML files for All products, Payment screen.
* To-do Tasks
  + None
* Issues/Obstacles
  + Find a uniform coding style for all the team members

Summary

* The meeting has generally reached a certain target. All members have completed their tasks.
* Specific tasks of PA02 will be assigned in the next meeting.