=========== 16/6, Sprint 1 ===============

Team members present:

* Dương Trường Bình
* Nguyễn Tuấn Thanh
* Phạm Văn Minh
* Nguyễn Thị Phương Trinh
* Trần Đức Hoàng

Status reports:

* Dương Trường Bình
  + Completed tasks
    - Organizational Structure, assigning member roles and responsibilities
  + To-do Tasks
    - Management Process, Gantt Chart
    - Trello Configuration
    - Vision Document: Non-Functional Requirements
* Nguyễn Tuấn Thanh
  + Completed tasks
    - Project Deliverables
  + To-do Tasks
    - Management Process
    - Vision Document: Stakeholder and User Descriptions
* Phạm Văn Minh
  + Completed tasks
    - Project Purpose
    - Vision Document: Positioning
  + To-do Tasks
    - Management Process
    - Trello Configuration
* Nguyễn Thị Phương Trinh
  + Completed tasks
    - Project Scope and Objective
    - Project Deliverables
  + To-do Tasks
    - Management Process
    - Trello Configuration
* Trần Đức Hoàng
  + Completed tasks
    - Assumptions and Constraints
  + To-do Tasks
    - Management Process
    - Gantt chart

# Vision document: Non-Functional Requirements

Summary of the meeting:

* Vision document: Fill out possible sections
* Project plan: Finish Management Process section
* Finish Gantt chart and synchronize with Trello

=========== 22/06, Sprint 1 ===============

Team members present:

* Dương Trường Bình
* Nguyễn Tuấn Thanh
* Phạm Văn Minh
* Nguyễn Thị Phương Trinh
* Trần Đức Hoàng

Status reports:

* Dương Trường Bình
  + Completed tasks
    - Management Process
    - Trello Configuration

# Vision document: Non-Functional Requirements

* + To-do Tasks
    - Prepare for review meeting
* Nguyễn Tuấn Thanh
  + Completed tasks
    - Management Process
    - Vision Document: Stakeholder and User Descriptions
  + To-do Tasks
    - Prepare for review meeting
* Phạm Văn Minh
  + Completed tasks
    - Management Process
    - Trello Configuration
  + To-do Tasks
    - Prepare for review meeting
* Nguyễn Thị Phương Trinh
  + Completed tasks
    - Management Process
    - Trello Configuration
  + To-do Tasks
    - Prepare for review meeting
* Trần Đức Hoàng
  + Completed tasks
    - Management Process
    - Gantt chart
  + To-do Tasks
    - Prepare for review meeting