=========== 10/6, Sprint 1 ===============

Team members present:

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

Task to do:

* Project Overview: Project Purpose, Scope, Objectives, Assumptions, Constraints, Project Deliverables
* Project Organization: Organizational Structure, assigning member roles and responsibilities
* Project Plan: Management Process + Gantt Chart
* Prepare vision document, meeting documents

Assigning tasks to team members

* Dương Trường Bình: Organizational Structure, Management Process, assigning member roles and responsibilities
* Nguyễn Tuấn Thanh: Project Deliverables, Management Process, Vision Document, Gantt chart
* Phạm Văn Minh: Project Purpose, Management Process, Vision Document, Gantt Chart
* Nguyễn Thị Phương Trinh: Project Deliverables, Project Scope, Objectives, Management Process
* Trần Đức Hoàng: Assumptions, Constraints, Management Process, Gantt Chart, Meeting documents