=========== 24/6, Sprint 1 ===============

Team members present:

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

Finished task:

* Project Overview: Well-paced completion of the work, 100% complete
* Project Organizational Structure, assigning member roles and responsibilities: Well-paced completion of the work, 100% complete
* Project plan:
  + Management Process: Well-paced completion of the work, 100% complete
  + Gantt Chart and Trello: Good progress in completing the tasks, 80% complete
* Vision document: Well-paced completion of the work, 100% complete

Unfinished task:

* Gantt chart: Coding timeline
* Trello: Coding tasks

Lessons:

* The team should prepare more questions about the project to avoid misunderstandings regarding the project requirements
* Optimize task allocation and meetings to save time and ensure successful project completion