

VsKode
 Jira Workflow & Sprint 1 Planning
 Meeting No: 3

Meeting Details

Date:	8 th April 2025
Time:	10:30 AM - 11:30 AM
Location:	Google Meet
Attendees:	VsKode team: <ul style="list-style-type: none"> - Gia Bao Do Xuan - Loc Le Xuan - Yeeun Han - Thanh Do Nhat - Minsung Kim Nextway team: <ul style="list-style-type: none"> - Thuan Vo - Khoi - Tuan
Apologies:	None
Copy To:	None

Information /Decision

Item No.	Discussion Summary
1	Jira & GitHub Access: Confirmed the need for all VsKode team members to have joined the designated Jira project and the three GitHub repositories.
2	Jira Usage Instruction: Mr. Thuan provided instructions on using the Jira board, including creating issues, tracking progress using statuses (To Do, In Progress, Done), assigning tasks, and the importance of updating status for performance evaluation.
3	Sprint 1 Goals: The goals for the current sprint (Sprint 1) were defined as: <ul style="list-style-type: none"> ● Initialize source code for the three main applications. ● Prepare user stories for the next five sprints. ● Conduct research and study the hardware requirements for the target machine.
4	Admin Dashboard Template: A specific admin template has been selected for the project to expedite UI development for the admin dashboard. The link to this template is located in Jira issue SCRUM-1. The focus for UI/UX efforts will be prioritized on the mobile application.
5	Development Environment: Docker will be utilized for standardizing development environments.
6	Communication & Workflow:

	<ul style="list-style-type: none"> • Mr. Thuan emphasized the need for clear delivery and proactive communication, especially given the remote working setup. • The sprint duration remains one week, with Sprint Planning on Fridays. • Discussed creating a recurring Google Calendar event for daily stand-up meetings between VsKode and Nextway teams. • Mentioned that Hieu (UX/UI specialist at Nextway), Khoi, and Thuan will support Yeeun Han with UX/UI design tasks.
7	Repository Standards: The importance of creating README files for each repository was highlighted.

Action Items

No	Item	Who	By
3.1	Setup Daily Meeting Event: Create a recurring Google Calendar invitation for daily stand-up meetings between the VsKode and Nextway teams.	Gia Bao	End of Day, 8 th April 2025
3.2	Update User Profiles: All VsKode team members to update their Jira, GitHub, and Google account profiles with a real portrait photo for easier identification.	VsKode	None
3.3	Complete Sprint 1 Goal Tasks: Address all assigned Jira issues related to achieving the three primary goals of Sprint 1 (Initialize source code, Prepare user stories for next 5 sprints, Study hardware requirements). Track progress via Jira.	VsKode	End of Sprint 1 (11 th April)