PLANNING MEETING for Sprint 2

30 OCTOBER 2023 / 09:00 PM / on Google Meeting

ATTENDEES

1. Nguyễn Tuấn Đạt – 21120172 (PM)
2. Nguyễn Đình Ánh – 21120171
3. Lê Minh Huy – 21120177
4. Triệu Hoàng Thiên Ân – 21120036
5. Bùi Đình Bảo – 21120201

=> **Present: 5/5 team members.**

AGENDA

Last Meeting Follow-up

- Short review of PA1.
- Discuss some questions to ask the customer/teaching assistant.

New Business

- Collect feedback from customers and enhance the **project plan**.
- Complete product functional and non-functional requirements, alternatives and competitors, user environments in **vision document**.
- Create **use-case diagrams** based on the vision document's requirements.
- Elaborate each use-case from the diagram in the **use-case specification document**.
- **A planning meeting**, **2 weekly meetings**, **a review meeting**.

ACTION ITEMS

1. **Nguyễn Tuấn Đạt (21120172):**
   - Use-case specification document: Part 1, Part 3.
   - Continue the technology training work.

- ○ Take the responsibility to update the vision document if changes occur.
- ○ Plan team meetings and manage the team-work.

2. **Nguyễn Đình Ánh (21120171):**
   - ○ Use-case specification document: Part 2.
   - ○ Take the responsibility to update the vision document if changes occur.
   - ○ Continue the technology training work.

3. **Lê Minh Huy (21120177):**
   - ○ Use-case specification document: Part 4.
   - ○ Take the responsibility to update the project plan if changes occur.
   - ○ Continue the technology training work.

4. **Triệu Hoàng Thiên Ân (21120036):**
   - ○ Use-case specification document: Part 5.
   - ○ Take the responsibility to update the project plan if changes occur.
   - ○ Continue the technology training work.

5. **Bùi Đình Bảo (21120201):**
   - ○ Use-case specification document: Part 6.
   - ○ Take the responsibility to update the project plan if changes occur.
   - ○ Research various methods for testing a website.

POTENTIAL RISKS

Risk	Mitigation
Not enough time to complete all tasks.	● Team members who finish their own work early should assist the others. ● Prioritize completing the submission for the course over the training tasks.

NOTES

- ● **Sprint 2:** 28/10/2023 - 18/11/2023 (3 weeks).
- ● **Use-case documents:** https://youtu.be/vv_od0tpdHI?si=ORZhuImR7M16eNST.
- ● **Project plan references:**
  - ○ http://files.defcon.no/RUP/examples/creg/elaboration_e1/sdp.htm

- https://youtu.be/FS125VoBlro?si=LT2C5gQGS5StQ-Go
- **Vision document references:**
  - http://files.defcon.no/RUP/examples/creg/inception/vision_v1.htm
  - https://youtu.be/4NNOPOuePZw?si=oUl_UvjCwSnl1O9S

- **Training preparation requirements:**
  - **Front-end:** Basic HTML, CSS, JS and Bootstrap, React.js.
  - **Back-end:** Node.js, MVC-framework.
  - Some references:
    - https://youtu.be/y5NvOade3sk?si=2V3gvRYRTuVHixOM
    - https://www.bezkoder.com/react-node-express-mysql/

MEETING SUMMARY

Sprint goals:

1. Complete the project plan.
2. Complete the vision document.
3. Complete the use-case documentations.
4. Complete training and get acquainted with professional work practices.

Good luck to everyone in the team <3.

Meeting minutes recorder: Nguyễn Đình Ánh

Evidence of the meeting: