WEEKLY SCRUM MEETING

18 OCTOBER 2023 / 08:30 PM / SPRINT 1

Members present

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

Members absent

No one

Status reports

1. **Nguyễn Tuấn Đạt (21120172):**
   - Completed tasks:
     - Task vision document: Write part 1, 2, 3.1, 3.2.
   - To-do tasks:
     - Task vision document: Complete vision document.
     - Task training: Complete training the others.
   - Issues/Obstacles:
     - Issue 1: Do not understand requirement of part 1.1 of vision document.

2. **Nguyễn Đình Ánh (21120171):**
   - Completed tasks:
     - Task vision document: Write vision document part 4, 5.
     - Task training: Research the training contents.
   - To-do tasks:
     - Task vision document: Complete vision document.
     - Task training: Complete training the others.
   - Issues/Obstacles:
     - Issue 1: Insufficient time for training.
     - Issue 2: Difficulty in finding suitable specialized English terminologies in the document.

3. Lê Minh Huy (21120177):
- Completed tasks:
    - Task project plan: Complete description of organizational structure of Project in Project Plan.
    - Task training: Research about Bootstrap framework.
- To-do tasks:
    - Task training: Continue learning according the tasks assigned for developer
- Issues/Obstacles:
    - Issue 1: A quite difficulty in terms of time in the process of learning the knowledge assigned to the developer

4. Triệu Hoàng Thiên Ân (21120036):
- Completed tasks:
    - Task project plan document: Complete writing contents for PA0, PA1, PA2.
    - Task project plan document: Write some basic risks that the group may be facing in the future.
- To-do tasks:
    - Task project plan document: Listing more Risks as well as Mitigations / Contingencies.
    - Task project plan document: Writing assignments for PA0.
- Issues/Obstacles:
    - Issue 1: Draw gantt chart for every Sprint.
    - Issue 2: Write content for other PAs.

5. Bùi Đình Bảo (21120201):
- Completed tasks:
    - Task project plan: Complete part 1 and part 2 of Project Plan.
    - Task training: Define the resource for training testers.
- To-do tasks:
    - Task training: Basic training for testers.
    - Task plan project: Update the Glossary and Reference.
    - Task plan project: Complete the whole project plan.
- Issues/Obstacles:
    - Issue 1: The budget in constraints is not very exact.
    - Issue 2: Lack of Glossary and Reference due to the incomplete Project Plan.

- Issue 3: Lack of time for training testers because of not being in Software Engineering major.
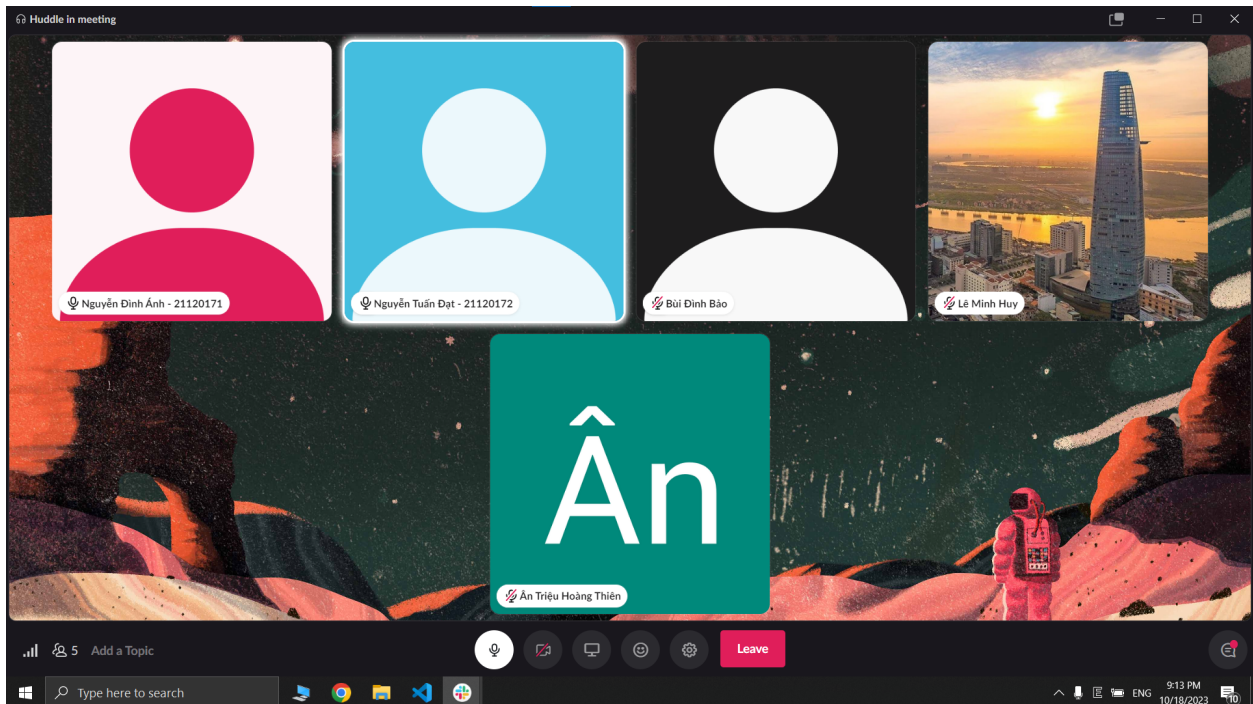- Issue 4: Difficulty in writing report due to average English level.

Action items

None

Meeting summary

Overall, everyone's work is progressing smoothly as planned.

Evidence of the meeting:

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23 OCTOBER 2023 / 08:30 PM / SPRINT 1

Members present

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

Members absent

No one

Status reports

1. **Nguyễn Tuấn Đạt (21120172):**
   - Completed tasks:
     - Task vision document: Write part 1, 2, 3.1, 3.2.
   - To-do tasks:
     - Task training: Complete training the others.
   - Issues/Obstacles:
     - Issue 1: Perform training at a quite slow pace.

2. **Nguyễn Đình Ánh (21120171):**
   - Completed tasks:
     - Task vision document: Write vision document part 6.
     - Task training: Give general guidelines to the others.
   - To-do tasks:
     - Task training: Complete training in detail.
   - Issues/Obstacles:
     - Issue 1: Insufficient time for training.
     - Issue 2: Difficulty in finding suitable specialized English terminologies in the document.

3. **Lê Minh Huy (21120177):**
   - Completed tasks:
     - Task project plan: Edit description of organizational structure of Project in Project Plan.
     - Task training: Research about Bootstrap framework.
   - To-do tasks:
     - Task training: Complete training contents for developers on time according to the schedule
     - Task 4: Try practicing building UI for the team's website application.
   - Issues/Obstacles:
     - Issue 1: A quite difficulty in terms of time in the process of learning the knowledge assigned to the developer
     - Issue 2: Difficulty in using English while writing content in the report.

4. **Triệu Hoàng Thiên Ân (21120036):**
   - Completed tasks:

- Task project plan document: Finish contents for all Sprints / PAs.
- Task project plan document: Add a gantt chart for PA1 as template to add more charts for others.
    - To-do tasks:
        - Task project plan document: List more Risks as well as Mitigations / Contingencies.
        - Task project plan document: Write assignments and add more gantt charts for others PAs.
        - Task training: Learn about Bootstrap and Node.js for training assignment.
    - Issues/Obstacles:
        - Issue 1: Draw gantt chart for every Sprint.
        - Issue 2: Have to discuss the future assignments of other PAs to all members.

5. Bùi Đình Bảo (21120201):
    - Completed tasks:
        - Task project plan: Re-check the project plan part 1 and 2.
    - To-do tasks:
        - Task training: Basic training for testers.
        - Task training: Learn about the basis of general website development.
    - Issues/Obstacles:
        - Issue 1: Lack of time for training testers because of not being in Software Engineering major.
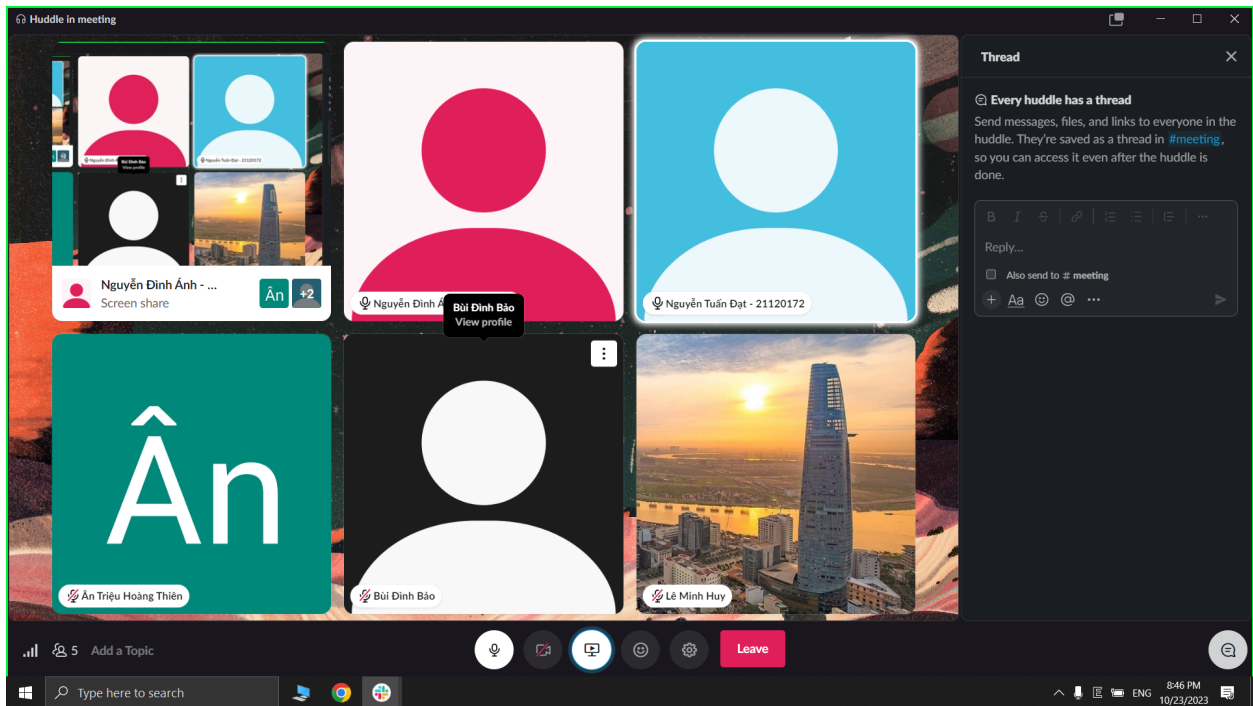   - Issue 2: Difficult to imagine the work of the tester in the real project.

Action items

None

Meeting summary

Overall, everyone's work is progressing as planned.

Evidence of the meeting:

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7 NOVEMBER 2023 / 08:00 PM / SPRINT 2

Members present

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

Members absent

No one

Status reports

1. **Nguyễn Tuấn Đạt (21120172):**
   ○ Completed tasks:
     ■ Support to complete the first version of the business use-cases diagram.
     ■ Write the draft specifications for use-cases: Sign up, Login, Logout.
   ○ To-do tasks:
     ■ Continue to support improving the business use-case diagram.

- Continue to write the other use-case specifications.
- Start the deeper technology training for the project.
- Update the vision document.
  - Issues/Obstacles:
    - Do not understand how to fill into the use-case specification template that the team has been provided on Google Drive.

2. Nguyễn Đình Ánh (21120171):
  - Completed tasks:
    - Support to complete the first version of the business use-cases diagram.
    - Write the draft specifications for use-cases: Read the announcement, Tournament Creation, Match details adjustment.
  - To-do tasks:
    - Continue to improve the business use-cases diagram. If it has some big changes, call the team to rebuild the use-case specifications.
    - Continue to write the other use-case specifications.
    - Ask the TA about the use-case specification template.
    - Update the vision document.
  - Issues/Obstacles:
    - Do not understand how to fill into the use-case specification template that the team has been provided on Google Drive.
    - Not sure how to design the most efficient business use-cases diagram that meets closely to the TA's requirements.

3. Lê Minh Huy (21120177):
  - Completed tasks:
    - Write the draft specifications for use-cases: Add players, Update players, Remove players.
    - Consider making some changes in project plan documentation.
  - To-do tasks:
    - Continue to write the other use-case specifications.
    - Continue to improve the project plan.
  - Issues/Obstacles:
    - Do not understand how to fill into the use-case specification template that the team has been provided on Google Drive.

4. **Triệu Hoàng Thiên Ân (21120036):**
   - Completed tasks:
     - Write the draft specifications for use-cases: Spectator Authentication, Ticket Sales, and Purchased Tickets.
     - Consider making some changes in project plan documentation.
   - To-do tasks:
     - Continue to write the other use-case specifications.
     - Continue to improve the project plan.
   - Issues/Obstacles:
     - Do not understand how to fill into the use-case specification template that the team has been provided on Google Drive.

5. **Bùi Đình Bảo (21120201):**
   - Completed tasks:
     - Write the draft specifications for use-cases: Create Tickets, Remove Tickets, Modify Tickets.
     - Consider making some changes in project plan documentation.
   - To-do tasks:
     - Continue to write the other use-case specifications.
     - Continue to improve the project plan.
   - Issues/Obstacles:
     - Do not understand how to fill into the use-case specification template that the team has been provided on Google Drive.

Action items

None

Meeting summary

The progress is not keeping up as expected.
The team members should focus more during the upcoming week.

Evidence of the meeting: