

PLANNING MEETING for Sprint 1

14 OCTOBER 2023 / 08:00 PM / on Slack Meeting

ATTENDEES

1. Nguyễn Tuấn Đạt - 21120172 (PM)
2. Nguyễn Đình Ánh - 21120171
3. Lê Minh Huy - 21120177
4. Triệu Hoàng Thiên Ân - 21120038
5. Bùi Đình Bảo - 21120201

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

AGENDA

Last Meeting Follow-up

- Short review of PA0's report.
- Consider the assistant's recommendations.

New Business

- Draft an initial version of the **project plan**.
- Prepare an initial version of the **vision document**.
- **A planning meeting, weekly meetings, a review meeting.**

ACTION ITEMS

1. Nguyễn Tuấn Đạt (21120172):

- Vision document part 1, 2, 3.
- Prepare a technology training plan.
- Plan team meetings and manage the team-work.

2. Nguyễn Đình Ánh (21120171):

- Vision document part 4, 5, 6.
- Prepare a technology training plan.

- Based on PA1's plan and vision documents, visualize the specific web pages and their respective functionalities; how they're linked to each other; interactions between client and server; database accessing methods.

3. Lê Minh Huy (21120177):

- Project plan part 3.

4. Triệu Hoàng Thiên Ân (21120038):

- Project plan part 4.

5. Bùi Đình Bảo (21120201):

- Project plan part 1, 2.
- Research various methods for testing a website.

POTENTIAL RISKS

Risk	Mitigation
Not enough time to complete all tasks.	<ul style="list-style-type: none"> • 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 1:** 07/10/2023 - 28/10/2023 (3 weeks).
- **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/4NNOP0uePZw?si=oUl_UvjCwSn1109S
- **Training preparation requirements:**
 - **Front-end:** Basic HTML, CSS, JS and Bootstrap, React.js.
 - **Back-end:** Node.js, MVC-framework.
 - Some references:
 - <https://youtu.be/y5Nv0ade3sk?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 basic training.
4. Get acquainted with professional work practices.

This is the first planning meeting in the course. Good Luck to everyone in the team <3.

Meeting minutes recorder: Nguyễn Đình Anh

Evidence of the meeting:

