

1st WEEKLY SCRUM MEETING – PA1**MEETING MINUTES**

Date:	November 4th, 2022
Time:	10pm - 12pm
Location:	Google Meet
Attendance:	Hoang Huu Minh An Trinh Duc Thien Nguyen Vo Minh Tri Nguyen Thi Minh Thao Nguyen Hoai An
Absent:	None

AGENDA

- ❖ Check in
- ❖ Fulfilled Project Plan
- ❖ Identify Vision Document
- ❖ Assign tasks to team member

STATUS REPORT

Member	Your achievement last week	Task in progress	Issues/Obstacles and how to solve it
Minh Tri	<ul style="list-style-type: none"> - Review sections in Project Plan. - Prepare sheet to visual project schedule 	None	None
Minh An	<ul style="list-style-type: none"> - Research Js tutorial - Prepare possible risk (solution) - Review 4.2.2 sections in Project Plan 	None	None
Duc Thien	<ul style="list-style-type: none"> - Create Slack and invite member - Fill in the section in Project plan 	None	None
Minh Thao	<ul style="list-style-type: none"> - Review 4.2 and 4.3 of Project Plan - HTML, CSS 	None	None
Hoai An	<ul style="list-style-type: none"> - Review I,II in Project Plan - Task for sprint - Possible risk(list, solution) 	None	None

CONCLUSION

Task	Responsible
Complete section 4 in Project Plan	All
Prepare Vision Document	