

2nd WEEKLY SCRUM MEETING – PA1**MEETING MINUTES**

Date:	November 11st, 2022
Time:	5:30 pm - 7 pm
Location:	University Campus
Attendance:	Hoang Huu Minh An Trinh Duc Thien Nguyen Vo Minh Tri Nguyen Thi Minh Thao Nguyen Hoai An
Absent:	None

AGENDA

- ❖ Check in
- ❖ Revised Project Plan
- ❖ Revised 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	- Complete all assigned tasks.	- Prepare a google sheet to show the allocation of the time to project phase, task for each phase and iterations.	None
Minh An	- Complete the missing vision document and assigned tasks.	- Research Javascript HTML, CSS and back-end.	None
Duc Thien	- Complete the missing section in Vision Document and Project Plan	- Research tools to set up a website.	None
Minh Thao	- Complete vision document with other teammates.	- Research JavaScript and some tools to set up our website.	None
Hoai An	- Complete all assigned tasks.	- Task for each phase and iterations.	None

CONCLUSION

Task	Responsible
Draw timeline for PA1	Minh Tri
Draw timeline for PA2	Minh An
Draw timeline for PA3	Minh Thao
Draw timeline for PA4	Duc Thien
Draw timeline for PA5	Hoai An

- **Note:** Review Project Plan and Vision Document to prepare PA2. Don't forget we have a meeting next week.