**Sprint Planning Report**

**18/06/2023**

Group ID: 06

Project Name: SEverywhere

Prepared by: **Nguyen Tran Hong Phuc**

Team members present

21127672 - **Nguyen Tran Hong Phuc** *Project manager*

21127528 - **Nguyen Thi Minh Minh** *Front-end Developer*

21127341 - **Ngo Ngoc Lien** *Back-end Developer*

21127637 - **Phan My Linh** *Business Analyst*

20127536 - **Nguyen Truc Nguyen** *Tester*

Team members absent

**1. Purpose**

* Identify and prioritize tasks in Sprint 2
* Fill out all sections of Vision document in 1 week
* Assign tasks to members (on Jira)
* Hold meeting and write Weekly Report

**2. Assign tasks to member**

| **No.** | **Description** | **Due Date** | **Responsibility** |
| --- | --- | --- | --- |
| 1 | Write PA1/Vision Document - Introduction | 23/06/2023 | Nguyen Thi Minh Minh |
| 2 | Write PA1/Vision Document - Positioning | 23/06/2023 | Nguyen Tran Hong Phuc |
| 3 | Write PA1/Vision Document - Stakeholder and User Description 1 | 23/06/2023 | Ngo Ngoc Lien |
| 4 | Write PA1/Vision Document - Stakeholder and User Description 2 | 23/06/2023 | Nguyen Tran Hong Phuc |
| 5 | Write PA1/Vision Document - Stakeholder and User Description 3 | 23/06/2023 | Nguyen Truc Nguyen |
| 6 | Write PA1/Vision Document - Stakeholder and User Description 4 | 23/06/2023 | Nguyen Thi Minh Minh |
| 7 | Write PA1/Vision Document - Stakeholder and User Description 5 | 23/06/2023 | Phan My Linh |
| 8 | Write PA1/Vision Document - Product Overview | 23/06/2023 | Ngo Ngoc Lien |
| 9 | Write PA1/Vision Document - Product Features | 23/06/2023 | Phan My Linh |
| 10 | Write PA1/Vision Document - Non-Functional Requirements | 23/06/2023 | Nguyen Truc Nguyen |
| 11 | Review PA1 - Vision Document | 24/06/2023 | Nguyen Tran Hong Phuc |
| 12 | Meeting for Weekly Scrum | 25/06/2023 | The whole group |
| 13 | Write Weekly Report | 26/06/2023 | Nguyen Tran Hong Phuc |