

Weekly Scrum Meeting 1 was held:

- ❖ Time: 14h - 3/6/2022 (from 14h to 17h)
- ❖ Location: 10th floor library - HCMUS

Attending members:

- ❖ Nguyen Hoang Luan
- ❖ Cao Nhat Duc
- ❖ Huynh Ngoc Son
- ❖ Nguyen Dang Manh Tu
- ❖ Doan Huu Loc

Meeting content:

- ❖ Members report the progress of completing assigned work
- ❖ Evaluate current work process
- ❖ What should I do in the near future to keep up with the progress?

Meeting results:

Problem	Assign	Task Lead	Result	Evaluate
Project Plan	Introduction	Nguyen Hoang Luan	Complete	Good
	Project Overview	Cao Nhat Duc	Complete	Good
	Organizational Structure	Huynh Ngoc Son	Complete	Good
	Roles and Responsibilities	Nguyen Dang Manh Tu	Complete	Good
	Project Estimates	Doan Huu Loc	Complete	Good
	Project Plan	Nguyen Hoang Luan (team support)	Complete	Good
	Project Monitoring and Control	Nguyen Hoang Luan	Complete	Good
Vision Document	Introduction	Nguyen Dang Manh Tu	Complete	Good
	Positioning	Nguyen Dang Manh Tu	Complete	Good
	Stakeholder and User Descriptions	Huynh Ngoc Son	Complete	Good
	Product Features	Cao Nhat Duc Doan Huu Loc	Complete	Good
	Other Product Requirements	Cao Nhat Duc Doan Huu Loc	Complete	Good

Weekly Report	Planning meeting report	Nguyen Hoang Luan	Complete	Good
	Weekly scrum meeting report	Nguyen Hoang Luan	Complete	Good
	Review meeting report	Nguyen Hoang Luan	Review Meeting được diễn ra 5/6/2022	

Evaluation of the meeting:

- ❖ All members did a good job in their assigned tasks.
- ❖ As for the work of Nguyen Hoang Luan, he needs 4 members of the team to partially support him to complete the job. Because the next tasks in the sprint need the consent of the team members.