

The Planning Meeting will be held at Zoom on May 31, 2022 at 8 pm

Attending members:

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

Meeting content:

- ❖ Discuss and outline the work to be done for the next sprint. Specifically Sprint 1

Meeting results:

Problem	Assign	Task Lead	Start time	End time
Project Plan	Introduction	Nguyen Hoang Luan	30/5/2022	1/6/2022
	Project Overview	Cao Nhat Duc	30/5/2022	1/6/2022
	Organizational Structure	Huynh Ngoc Son	30/5/2022	1/6/2022
	Roles and Responsibilities	Nguyen Dang Manh Tu	30/5/2022	1/6/2022
	Project Estimates	Doan Huu Loc	30/5/2022	1/6/2022
	Project Plan	Nguyen Hoang Luan (team support)	30/5/2022	1/6/2022
	Project Monitoring and Control	Nguyen Hoang Luan	30/5/2022	1/6/2022
Vision Document	Introduction	Nguyen Dang Manh Tu	2/6/2022	4/6/2022
	Positioning	Nguyen Dang Manh Tu	2/6/2022	4/6/2022
	Stakeholder and User Descriptions	Huynh Ngoc Son	2/6/2022	4/6/2022
	Product Features	Cao Nhat Duc Doan Huu Loc	2/6/2022	4/6/2022
	Other Product Requirements	Cao Nhat Duc Doan Huu Loc	2/6/2022	4/6/2022
Weekly Report	Planning meeting report	Nguyen Hoang Luan	30/5/2022	31/5/2022
	Weekly scrum meeting report	Nguyen Hoang Luan	3/6/2022	4/6/2022

	Review meeting report	Nguyen Hoang Luan	5/6/2022	5/6/2022
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Evaluation of the meeting:

- ❖ The members had a brief understanding and the owner suggested what they would do about the work to be done in the next sprint.
- ❖ Meet on time and focus on meeting quality.