

===== 03/06/2022 at 10:00 P.M., Sprint 1, Meeting on Slack =====

Team members present:

- Lê Trọng Anh Tú
- Nguyễn Thiện Nhân
- Phan Tuấn Khải
- Lê Đăng Khoa

Team members absent: None

Status reports:

- Lê Trọng Anh Tú
 - Completed tasks
 - Project Plan - 4.2. Project Plan for PA1, PA2 and PA3
 - Project Plan - 4.3.1. and 4.3.3.
 - Vision Document - 3. Stakeholder & User Descriptions
 - To-do Tasks
 - Check all documents in PA1 for Review Meeting
 - Watch tutorial video about PA2
 - Issues/Obstacles:
 - Need everyone in the team check Part 3. Stakeholder & User Descriptions in Vision Document whether it is reasonable
- Nguyễn Thiện Nhân
 - Completed tasks
 - Project Plan - 2. Project Overview
 - Project Plan - 4.2. Project Plan for PA4
 - Vision Document - 4. Product Features
 - To-do Tasks
 - Check all documents in PA1 for Review Meeting
 - Watch tutorial video about PA2
 - Issues/Obstacles: None

- Phan Tuấn Khải
 - Completed tasks
 - Project Plan + Vision Document - Edit information for the first 2 pages
 - Project Plan + Vision Document - Edit header & footer for each page
 - Project Plan + Vision Document - 1. Introduction
 - Project Plan - 4.2. Project Plan for PA6
 - Vision Document - 5. Non-Functional requirements
 - To-do Tasks
 - Check all documents in PA1 for Review Meeting
 - Watch tutorial video about PA2
 - Issues/Obstacles: None
- Lê Đăng Khoa
 - Completed tasks
 - Project Plan - 3. Project Organization
 - Project Plan - 4.2. Project Plan for PA5
 - Vision Document - 2. Positioning
 - To-do Tasks
 - Check all documents in PA1 for Review Meeting
 - Watch tutorial video about PA2
 - Issues/Obstacles: None

Summary of the meeting:

- Know the progress of each member. There is a little bit earlier than expected.
- Almost members in the team don't face any issues/obstacles.
- Prepare for Review Meeting for PA1 and what to do in PA2 by tutorial video which is provided in Moodle.