

===== 31/05/2022 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

What we have discussed in the planning meeting:

- Divide Sprint 1 into 2 small parts, Project Plan, and Vision Document
- Identify all tasks in PA1 and assign tasks to team members (You can see in the following table)

| Part | Tasks | Member does this task |
|---------------------|---|-----------------------|
| Project Plan | Edit the first 2 pages of template (Team name + Project name + Version) | Phan Tuấn Khải |
| | Edit header + footer of each page | Phan Tuấn Khải |
| | Fill the revision history (Page 2) | Phan Tuấn Khải |
| | Completed part 1. Introduction | Phan Tuấn Khải |
| | Completed part 2. Project Overview and all of its subsections | Nguyễn Thiện Nhân |
| | Completed part 3. Project Organization and all of its subsections (draw tree to represent the Organizational Structure) | Lê Đăng Khoa |
| | Completed part 4.2. Project Plan with scheduling for PA1 (start/end date, Gantt chart, which phase that PA1 belong to, how many tasks and who will do this task, is there any release of PA1) | Lê Trọng Anh Tú |
| | Completed part 4.2. Project Plan with scheduling for PA2 (start/end date, Gantt chart, which phase that PA2 belong to, how many tasks and who will do this task, is there | Lê Trọng Anh Tú |

| | | |
|------------------------|---|-------------------|
| | any release of PA2) | |
| | Completed part 4.2. Project Plan with scheduling for PA3 (start/end date, Gantt chart, which phase that PA3 belong to, how many tasks and who will do this task, is there any release of PA3) | Lê Trọng Anh Tú |
| | Completed part 4.2. Project Plan with scheduling for PA4 (start/end date, Gantt chart, which phase that PA4 belong to, how many tasks and who will do this task, is there any release of PA4) | Nguyễn Thiện Nhân |
| | Completed part 4.2. Project Plan with scheduling for PA5 (start/end date, Gantt chart, which phase that PA5 belong to, how many tasks and who will do this task, is there any release of PA5) | Lê Đăng Khoa |
| | Completed part 4.2. Project Plan with scheduling for PA6 (start/end date, Gantt chart, which phase that PA6 belong to, how many tasks and who will do this task, is there any release of PA6) | Phan Tuấn Khải |
| | Completed part 4.3.1. Reporting and part 4.3.3. Configuration Management | Lê Trọng Anh Tú |
| Vision Document | Edit the first 2 pages of template (Team name + Project name + Version) | Phan Tuấn Khải |
| | Edit header + footer of each page | Phan Tuấn Khải |
| | Fill the revision history (Page 2) | Phan Tuấn Khải |
| | Completed part 1. Introduction | Phan Tuấn Khải |
| | Completed part 2. Positioning | Lê Đăng Khoa |
| | Completed part 3. Stakeholder & User Descriptions | Lê Trọng Anh Tú |
| | Completed part 4. Product Features | Nguyễn Thiện Nhân |
| | Completed part 5. Non-Functional Requirements | Phan Tuấn Khải |

- For the **Project Plan** part, each member must do the task ‘4.2. Project Plan’ as detailed as possible (or the priority when you do this task is higher than other tasks)
- For the **Vision Document** part, all tasks are at the same priority

Summary of the meeting:

- Identify all tasks of PA1 and assign them to each member of the team
- Give the deadline of all above tasks is Saturday, June 4, 2022