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
 - Actors in Use-Case Model
 - All (8) Use-Case specifications
 - To-do Tasks
 - Detailed Vision Document in PA1 based on the feedback from TA
 - Issues/Obstacles: None
- Nguyễn Thiện Nhân
 - Completed tasks
 - Use-Cases and relationship among them
 - All (9) Use-Case specifications
 - o To-do Tasks
 - Review document about Use-Case specification for review meeting
 - o Issues/Obstacles: None
- Phan Tuấn Khải
 - Completed tasks
 - Actors in Use-Case Model
 - All (8) Use-Case specifications
 - To-do Tasks

- Revised Project Plan in PA1 based on the feedback from TA
- o Issues/Obstacles: None
- Lê Đăng Khoa
 - Completed tasks
 - Use-Cases and relationship among them
 - All (8) Use-Case specifications
 - To-do Tasks
 - Review document about Use-Case specification for review meeting
 - o Issues/Obstacles: None

Summary of the meeting:

- Know the progress of each member: everything is doing well and done faster than expected
- All members in our team don't face any issues/obstacles.
- 2 members are going to review everything in Use-Case specification template for review meeting in PA2 while 2 other members are going to detailed something in PA1 based on the feedback of TA