**The meeting took place:**

* Time: 8pm - 14/06/2022
* Online Zoom

**Attending members:**

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

**Meeting content:**

* Members report the progress of completing assigned work.
* Evaluate current work process.
* What to do in the near future to keep up with the progress?

**Meeting results:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Problem** | **Assign** | **Task Lead** | **Progress** | **Evaluate** |
| Use Case Specification | Take Part 1 (Take Mini Test) | Huynh Ngoc Son | Complete | Good |
| Take Part 2 (Take Mini Test) | Huynh Ngoc Son | Complete | Good |
| Take Part 3 (Take Mini Test) | Nguyen Hoang Luan | Complete | Good |
| Take Part 4 (Take Mini Test) | Nguyen Dang Manh Tu | Complete | Good |
| Take Part 5 (Take Mini Test) | Doan Huu Loc | Complete | Good |
| Take Part 6 (Take Mini Test) | Cao Nhat Duc | Complete | Good |
| Take Part 7 (Take Mini Test) | Cao Nhat Duc | Complete | Good |
| Take Full Test | Doan Huu Loc | Complete | Good |
| Post Question On Discussion Forum | Huynh Ngoc Son | Complete | Good |
| Provide Feedback For The Website | Doan Huu Loc | Complete | Good |
| View Discussion Forum | Huynh Ngoc Son | Complete | Good |
| Comment On Discussion Forum | Huynh Ngoc Son | Complete | Good |
| Chat With Admin | Nguyen Dang Manh Tu | Complete | Good |
| Search On Dictionary | Huynh Ngoc Son | Complete | Good |
| Sign In | Doan Huu Loc | Complete | Good |
| Sign Up | Doan Huu Loc | Complete | Good |
| Edit Blog | Cao Nhat Duc | Complete | Good |
| Post Blog | Cao Nhat Duc | Complete | Good |
| Delete Blog | Cao Nhat Duc | Complete | Good |
| View User Accounts | Cao Nhat Duc | Complete | Good |
| Delete Account | Cao Nhat Duc | Complete | Good |
| Chat With Users | Cao Nhat Duc | Complete | Good |
| Sign In On Website Admin | Cao Nhat Duc | Complete | Good |
| Read Blogs | Huynh Ngoc Son | Complete | Good |
| View Profile | Huynh Ngoc Son | Complete | Good |
| Change Information | Huynh Ngoc Son | Complete | Good |
| Training Code | HTML, CSS, Javascript (Basic) | Nguyen Hoang Luan | 30% (HTML) | Not Good |
| Huynh Ngoc Son | 60% (HTML, CSS) | Good |
| Nguyen Dang Manh Tu | 30% (Javascript) | Not Good |
| Cao Nhat Duc | 30% (Javascript) | Not Good |
| Doan Huu Loc | 30% (Javascript) | Not Good |
| Weekly Report | Planning meeting report | Nguyen Hoang Luan | Complete | Good |

**Meeting Review:**

* Members have not completed the training code well, need to spend a lot of time on this.
* Members attend the meeting on time.