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 |

**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.