Weekly Scrum Meeting 1 was held:

* Time: 14h - 3/6/2022 (from 14h to 17h)
* Location: 10th floor library - HCMUS

**Attending members:**

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

**Meeting content:**

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

**Meeting results:**

| **Problem** | **Assign** | **Task Lead** | **Result** | **Evaluate** |
| --- | --- | --- | --- | --- |
| Project Plan | Introduction | Nguyen Hoang Luan | Complete | Good |
| Project Overview | Cao Nhat Duc | Complete | Good |
| Organizational Structure | Huynh Ngoc Son | Complete | Good |
| Roles and Responsibilities | Nguyen Dang Manh Tu | Complete | Good |
| Project Estimates | Doan Huu Loc | Complete | Good |
| Project Plan | Nguyen Hoang Luan (team support) | Complete | Good |
| Project Monitoring and Control | Nguyen Hoang Luan | Complete | Good |
| Vision Document | Introduction | Nguyen Dang Manh Tu | Complete | Good |
| Positioning | Nguyen Dang Manh Tu | Complete | Good |
| Stakeholder and User Descriptions | Huynh Ngoc Son | Complete | Good |
| Product Features | Cao Nhat Duc  Doan Huu Loc | Complete | Good |
| Other Product Requirements | Cao Nhat Duc  Doan Huu Loc | Complete | Good |
| Weekly Report | Planning meeting report | Nguyen Hoang Luan | Complete | Good |
| Weekly scrum meeting report | Nguyen Hoang Luan | Complete | Good |
| Review meeting report | Nguyen Hoang Luan | Review Meeting được diễn ra 5/6/2022 |  |

**Evaluation of the meeting:**

* All members did a good job in their assigned tasks.
* As for the work of Nguyen Hoang Luan, he needs 4 members of the team to partially support him to complete the job. Because the next tasks in the sprint need the consent of the team members.