

MEETING MINUTES

SPRINT 1 PLANNING

Date: October 24, 2025

Time: 1:00 PM

IN ATTENDANCE

Ngoc Nguyen, Thanh Nguyen, Nhut Vo, Hoang Vu

PURPOSE

The primary objective of this meeting is to discuss and brainstorm ideas for the website project. We defined key features, assigned team roles, and broke down tasks for the sprint to ensure clear responsibilities and steady progress.

SPRINT GOALS

End date: **November 6, 2025**

Deliverables

1. Prototype:
 - o [Low-fidelity](#)
 - o Tools: [Figma](#) or [Draw.io](#)
2. Project description:
 - o The title of the project
 - o The names of the members
 - o The target users and other stakeholders
 - o The main functionality of the application.
 - o Describe the user stories and Product backlog: You might consider using [Trello](#)
3. Share your insights on the Sprint ceremonies:
 - o Daily Scrum
 - o Sprint Review
 - o Retrospective

- More on [Scrum](#)
- 4. Make sure to include each member's contributions to this sprint.
- 5. Presentation: Here's a [template for a 10-12-minute presentation](#) to help you structure your content effectively.

TEAM ROLES

- Project Owner: Nhut Vo
- Scrum Master: Ngoc Nguyen
- Full stack Developers:
 - Thanh Nguyen
 - Hoang Vu

PROJECT INFO

- Project name: iVision
- Target users: Users, Doctors, Administrators
- Main functionality:
 - User book an appointment, view history,
 - Doctor manages patients, add prescription.
 - Administrator manages website contents, mange users.

TASK BREAKDOWN

- Write user stories & product backlog.
- Research and learn Figma.
- Setup project environments (Trello, Github)
- Make prototype using Figma.
- Make presentation using Canva.