The meeting took place:

- ❖ Time: 8pm - 14/07/2022
- ❖ 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:

- ❖ Nguyen Hoang Luan:
  - o Complete Tasks:
    - ▪ Weekly Scrum 1 Meeting Report
    - ▪ Add Task on Trello for each member
    - ▪ Training Code 40%
  - o To do Tasks:
    - ▪ Fix Docs
    - ▪ Weekly Scrum 2 Meeting Report
    - ▪ Review Meeting Report
    - ▪ Training Code JS
  - o Issues/Obstacles:
    - ▪ Need to see the courses that Mr. Loc has provided to strengthen his knowledge to prepare for coding.
- ❖ Huynh Ngoc Son
  - o Complete Tasks:
    - ▪ Training Code React JS
    - ▪ Review Docs of UI Prototype
  - o To-do Tasks:
    - ▪ Fix Docs of UI Prototype
  - o Issues/Obstacles:

- Need to see the courses that Mr. Loc has provided to understand more knowledge about coding.
- ❖ Doan Huu Loc
  - o Complete Tasks:
    - Training Code MongoDB, ExpressJS (75%)
    - Review Docs of UI Prototype
  - o To-Do Tasks:
    - Code Sign In, Sign Up, Mini Test
  - o Issues/Obstacles:
    - Need to see the courses that Mr. Loc has provided to understand more knowledge about coding.
- ❖ Nguyen Dang Manh Tu
  - o Complete Tasks:
    - Training Code HTML, CSS, JS
  - o To-Do Tasks:
    - Code Sign In, Sign Up, Mini Test (view)
  - o Issues/Obstacles:
    - Need to see the courses that Mr. Loc has provided to understand more knowledge about coding.
- ❖ Cao Nhat Duc:
  - o Complete Tasks:
    - Training Code
  - o To-do Tasks:
    - Sign In, Sign Up, Mini Test
  - o Issues/Obstacles:
    - Need to see the courses that Mr. Loc has provided to understand more knowledge about coding.

Meeting Review:

- ❖ The members have successfully completed the assigned tasks.
- ❖ Members attend the meeting on time.