=========== 2/12/2022 at 11 A.M, Sprint 1, Meeting offline at HCMUS ===============

Team members present:

* Nguyễn Phước Gia Huy
* Phạm Trần Minh Ngọc
* Vũ Đình Duy Khánh
* Trần Thị Tuyết Nhung
* Trịnh Thế Sơn

Team members absent: None

What we have discussed in the planning meeting:

* Divide Sprint 1 into 3 small parts, Project Plan and Vision Document and Report weekly.
* Identify all tasks in PA01 and assign tasks to team members (You can see in the following table).

| **Part** | **Tasks** | **Member does this task** |
| --- | --- | --- |
| **Project Plan** | Introduction | Phạm Trần Minh Ngọc |
| Project Overview | Phạm Trần Minh Ngọc |
| Project Organization | Phạm Trần Minh Ngọc |
| Project Plan | Nguyễn Phước Gia Huy |
| Project Monitoring and Control | Nguyễn Phước Gia Huy & Phạm Trần Minh Ngọc |
| **Vision Document** | Introduction | Vũ Đình Duy Khánh |
| Positioning | Vũ Đình Duy Khánh |
| Product Overview | Vũ Đình Duy Khánh |
| Stakeholder and User description | Trần Thị Tuyết Nhung & Vũ Đình Duy Khánh |
| Product Features | Trần Thị Tuyết Nhung |
| **Weekly report** | Include a planning meeting, review meeting and 2 report weekly | Trần Thế Sơn |

Summary of the meeting:

* Identify tasks of PA1 and assign them to each member of the team
* Give the deadline of all above tasks is Saturday, December 12,2022