**Project Assignment 1 Meeting**

**Sprint 1, week 1, 25/10/2024- 31/10/2024**

**25/10/2024 – 09:00 P.M- Meeting 1**

**Group ID:** **8**

**Project name**: T-2Hand

**Prepared by:** **Trần Đan Huy**

**Present members:**

22127377 – **Lâm Sỹ Tân** *Leader*   
22127163 – **Trần Đan Huy**  
22127444 – **Trần Thị Cát Tường**  
22127026 – **Ôn Gia Bảo**

22127074 – **Võ Hoàng Đức**

* All members attended.
* **Next meeting:** 30/10/2024- 9:00 PM

1. **Achievements from last week.**

| **Item** | **Description** | **Responsibility** | **Completion level** |
| --- | --- | --- | --- |
| 1 | Revise the PA0 report. | Lâm Sỹ Tân | 100% |
| 2 | Clarify the details of the admin role | Trần Đan Huy | 100% |
| 3 | Research the necessary programming languages and frameworks for the website | Ôn Gia Bảo Võ Hoàng Đức | 100% |
| 4 | Review the pa0 and take notes on the meeting report | Trần Thị Cát Tường | 100% |

1. **Issues and impacts**

* Some issues in the document have not been clearly identified.
* Difficulties in assessing the feasibility of the main functions used in the project.
* The implementation processes and the use of tools can be confusing for newcomers to the project, and some challenges in understanding the workflow for this course in theoretical classes have impacted our progress.

1. **Next week’s goals:**

| **Item** | **Description** | **Responsibility** | **Due to** |
| --- | --- | --- | --- |
| 1 | Research and gather relevant information for the upcoming two reports. | ALL | 8:00 PM – 30/10/2024 |
| 2 | Complete the assigned sections in written form in the Software Development Plan report. | ALL | 8:00 PM – 30/10/2024 |
| 3 | Complete the assigned sections in written form in the Vision Document report. | ALL | 8:00 PM – 30/10/2024 |

**Project Assignment 1 Meeting**

**Sprint 1, week 1, 25/10/2024- 31/10/2024**

**30/10/2024 – 09:00 P.M- Meeting 2**

**Group ID:** **8**

**Project name**: T-2Hand

**Prepared by:** **Trần Đan Huy**

**Present members:**

22127377 – **Lâm Sỹ Tân** *Leader*   
22127163 – **Trần Đan Huy**  
22127444 – **Trần Thị Cát Tường**  
22127026 – **Ôn Gia Bảo**

22127074 – **Võ Hoàng Đức**

* All members attended.
* **Next meeting:** 6/11/2024- 9:00 PM

1. **Achievements from last week.**

| **Item** | **Description** | **Responsibility** | **Completion level** |
| --- | --- | --- | --- |
| 1 | Research and gather relevant information for the upcoming two reports. | ALL | 100% |
| 2 | Complete the assigned sections in written form in the Software Development Plan report. | ALL | 100% |
| 3 | Complete the assigned sections in written form in the Vision Document report. | ALL | 100% |

1. **Issues and impacts**

* Difficulties in assigning roles to each member due to unclear understanding of individual strengths
* No Microsoft Project account available, so Project Plan 365 is used as an alternative.
* Difficulty in predicting risks and challenges: Unforeseen risks and challenges may impact the project’s plan and objectives.

1. **Next week’s goals:**

| **Item** | **Description** | **Responsibility** | **Due to** |
| --- | --- | --- | --- |
| 1 | Adjust the sections in the software development plan and vision document according to the consensus reached by the team in the meeting. | Trần Đan Huy  Võ Hoàng Đức  Ôn Gia Bảo | 8:00 PM 6/11/2024 |
| 2 | Read through the entire report to understand the overall content. | Trần Thị Cát Tường  Lâm Sỹ Tân | 8:00 PM 6/11/2024 |
| 3 | Summarize the information and fill in the two reports to create a demo | Trần Đan Huy | 8:00 PM 6/11/2024 |

**Project Assignment 1 Meeting**

**Sprint 1, week 2, 1/11/2024- 7/11/2024**

**6/11/2024 – 09:00 P.M**

**Group ID:** **8**

**Project name**: T-2Hand

**Prepared by:** **Trần Đan Huy**

**Present members:**

22127377 – **Lâm Sỹ Tân** *Leader*   
22127163 – **Trần Đan Huy**  
22127444 – **Trần Thị Cát Tường**  
22127026 – **Ôn Gia Bảo**

22127074 – **Võ Hoàng Đức**

* All members attended.
* **Next meeting:** 8/11/2024- 9:00 PM

1. **Achievements from last week.**

| **Item** | **Description** | **Responsibility** | **Completion level** |
| --- | --- | --- | --- |
| 1 | Adjust the sections in the software development plan and vision document according to the consensus reached by the team in the meeting. | Trần Đan Huy  Võ Hoàng Đức  Ôn Gia Bảo | 100% |
| 2 | Read through the entire report to understand the overall content | Trần Thị Cát Tường  Lâm Sỹ Tân | 100% |
| 3 | Summarize the information and fill in the two reports to create a demo | Trần Đan Huy | 100% |

1. **Issues and impacts**

* Some aspects may not be fully understood.
* More adjustments will be made in the next versions of the documents.

1. **Next week’s goals:**

| **Item** | **Description** | **Responsibility** | **Due to** |
| --- | --- | --- | --- |
| 1 | Document training | ALL | 9:00 PM – 12/11/2024 |
| 2 | Revised Software Development Plan | ALL | 9:00 PM – 12/11/2024 |
| 3 | Detailed Vision Document | ALL | 9:00 PM – 12/11/2024 |