

**===== Monday 28/10, Planning Meeting PA0 =====**

**Team Members Present:**

- Trần Gia Khang
- Trần Quốc Huy
- Nguyễn Hoàng Sang
- Phan Văn Tài
- Võ Anh Quân

**Team Members Absent:**

- Phan Thế Anh

**Status Reports:**

- **Trần Gia Khang:**
  - To-do: Write a brief description of the project's target users, draft use cases for AI chat and AI-assisted email, and set up the workspace folder.
- **Trần Quốc Huy:**
  - To-do: Draft the use case for creating a knowledge base.
- **Nguyễn Hoàng Sang:**
  - To-do: Draft the use cases for creating and managing bots and for advanced functionality.
- **Phan Văn Tài:**
  - To-do: Write use cases for authentication and authorization, and for image-based inquiry.
- **Võ Anh Quân:**
  - To-do: Draft the use case for managing and utilizing prompts.
- **Phan Thế Anh:**
  - To-do: Draft the use case for upgrading accounts to Pro status.

**Summary of the Meeting:**

This kickoff meeting marked the start of work on PA0. The team discussed initial tasks, divided responsibilities, and set up essential tools for the project.