**=========== 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.