HO CHI MINH NATIONAL UNIVERSITY

UNIVERSITY OF SCIENCE

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CSC13002 - Introduction to Software Engineering

PLANNING MEETING REPORT

Sprint 1

24/10/2024 – 07/11/2024

Instructors

Trần Duy Hoàng   Ngô Ngọc Đăng Khoa   Phạm Hoàng Hải

HO CHI MINH CITY, 2024

I. General information

a. Meeting time and location

- **Meeting date**: 24/10/2024
- **Meeting time**: 21h
- **Meeting location**: Google Meet (link here)

b. Team members

Student ID	Student name	Email	Attendance
22127275	Trần Anh Minh	taminh22@clc.fitus.edu.vn	Attended ▾
22127280	Đoàn Đặng Phương Nam	ddpnam22@clc.fitus.edu.vn	Attended ▾
22127396	Khưu Thành Thiện	ktthien22@clc.fitus.edu.vn	Attended ▾
22127465	Bùi Nguyễn Lan Vy	bnlvy22@clc.fitus.edu.vn	Attended ▾
22127475	Diệp Gia Huy	dghuy22@clc.fitus.edu.vn	Attended ▾

c. Agenda

Topic	Time period
Review and select user stories or a part of use-case to support in this print	20 mins
Identify and prioritize tasks	10 mins
Assign tasks to team members	15 mins

II. User stories or use-case for this sprint

Task	Detail
Write **Weekly Scrum Meeting Report**	*Filename syntax*: **Weekly Scrum Meeting Report #[**Week-Order**]** *File location*: + **Google Drive:** General ☐ Project Management + **Github:** docs ☐ management ☐ Report ☐ Weekly

Write **Review Meeting Report**	*Filename syntax*: **Sprint Review Meeting Report #1** *File location*: + **Google Drive**: Sprint 1 + **Github**: docs □ management □ Report □ Review
Write **Planning Meeting Report**	*Filename syntax*: **Sprint Planning Meeting Report #1** *File location*: + **Google Drive**: Sprint 1 + **Github**: docs □ management □ Report □ Planning
[PA1 - Project Plan] Provide an overview of group's project plan	
[PA1 - Project Plan] State a brief description of the purpose, scope and objectives of group's project	
[PA1 - Project Plan] List all assumptions and constraints that apply to the project	
[PA1 - Project Plan] List all artifacts that will be created during the project	
[PA1 - Project Plan] Draw the project organization and assign roles and responsibilities for each member	After writing each part, the main contributors will discuss and merge all in a complete report. *Filename syntax*: **Software Development Plan.[ext]** *File location*: + **Google Drive**: General □ Project management □ Plan **(ext = docx)** + **Github**: docs □ management □ Plan **(ext = pdf)**
[PA1 - Project Plan] Provide a plan including tasks, task ownersand the releases for each sprint	
[PA1 - Project Plan] Draw Gantt chart for visualizing the project scheduling	
[PA1 - Project Plan] Identify approaches to reporting project status	
[PA1 - Project Plan] Identify tools for configuration management	
[PA1 - Vision Document] Write a problem statement and product position statement	After writing each part, the main contributors will discuss and merge all in a complete report.

[PA1 - Vision Document] Provide stakeholder and user descriptions	*Filename syntax*: **Vision Document.[ext]** *File location*: + **Google Drive**: General □ Requirements □ Vision Document **(ext = docx)** + **Github**: docs □ requirements □ Vision document **(ext = pdf)**
[PA1 - Vision Document] Research strengths and weaknesses of competitors perceived by stakeholders or end users	
[PA1 - Vision Document] List and briefly describe the product features	
[PA1 - Vision Document] Provide non-functional requirements	
[UI Prototype] Design a UI prototype of all pages in group's project	Pages of the project include (with a brief description of each page): **Guest** ● Main page: *where anything locates.* ● Sign in/Sign up: *where allows users to authenticate themselves.* ● Search Results: *the search results.* ● Media player: *the bar to control music.* ● Billboards: *the recent release, top 'visit' songs and albums.* ● List of songs in a playlist: *songs in a playlist.* ● Song's information: *the side panel showing the song's metadata.* ● User profile (Viewer role): *the information of the other users.* ● About us: *the information of 'US'* ● Terms of Usage: *the policy when using the application.* **Member** (inherits from **Guest**) ● Personal Profile: *the user's profile showing information and uploaded songs.* ● Update Profile: *the interface when changing profile information.* ● Library: *where the starred songs and albums locate.*

- Upload: *where to upload the song file and write down its metadata.*
- Report: *a quick, small popup to report a violation.*

Admin (inherits from **Member**)

- Upload and Report Approvement: *where admins can validate the requests.*
- Song Management: *accessing the song database.*
- Account Management: *accessing the account database.*
- Data Tracking: *to view the website usage data.*

III. Identify and prioritize tasks

Task	Priority
Write **Weekly Scrum Meeting Report**	Very High ▾
Write **Review Meeting Report**	Very High ▾
Write **Planning Meeting Report**	Very High ▾
Write **Project Plan**	Very High ▾
Write **Vision Document**	Very High ▾
Design **UI Prototype**	Medium ▾

IV. Assign tasks to team members

Task	Main contributor	Reviewer(s)
Write **Weekly Scrum Meeting Report**	Bùi Nguyễn Lan Vy ▾	Đoàn Đặng Phương Nam ▾
Write **Planning Meeting Report**	Đoàn Đặng Phương Nam ▾	Trần Anh Minh ▾ Diệp Gia Huy ▾
Write **Review Meeting Report**	Đoàn Đặng Phương Nam ▾	Khưu Thành Thiện ▾ Bùi Nguyễn Lan Vy ▾
[PA1 - Project Plan] Provide an overview of group's project plan	Đoàn Đặng Phương Nam ▾	Trần Anh Minh ▾

[PA1 - Project Plan] State a brief description of the purpose, scope and objectives of group's project	Trần Anh Minh ˅	Đoàn Đặng Phương Nam ˅ Khưu Thành Thiện ˅
[PA1 - Project Plan] List all assumptions and constraints that apply to the project	Trần Anh Minh ˅	Đoàn Đặng Phương Nam ˅ Diệp Gia Huy ˅
[PA1 - Project Plan] List all artifacts that will be created during the project	Đoàn Đặng Phương Nam ˅	Trần Anh Minh ˅
[PA1 - Project Plan] Draw the project organization, assign roles and responsibilities for each member	Đoàn Đặng Phương Nam ˅	Bùi Nguyễn Lan Vy ˅ Diệp Gia Huy ˅
[PA1 - Project Plan] Provide a plan including tasks, task owner and the releases for each sprint	Đoàn Đặng Phương Nam ˅	Trần Anh Minh ˅ Khưu Thành Thiện ˅ Bùi Nguyễn Lan Vy ˅ Diệp Gia Huy ˅
[PA1 - Project Plan] Draw Gantt chart for visualizing the project scheduling	Diệp Gia Huy ˅	Trần Anh Minh ˅ Bùi Nguyễn Lan Vy ˅
[PA1 - Project Plan] Identify approaches to reporting project status	Đoàn Đặng Phương Nam ˅	Bùi Nguyễn Lan Vy ˅
[PA1 - Project Plan] Identify tools for configuration management	Đoàn Đặng Phương Nam ˅	Khưu Thành Thiện ˅
[PA1 - Vision Document] Write a problem statement and product position statement	Bùi Nguyễn Lan Vy ˅	Trần Anh Minh ˅
[PA1 - Vision Document] Provide stakeholder and user descriptions	Trần Anh Minh ˅	Diệp Gia Huy ˅
[PA1 - Vision Document] Research strengths and weaknesses of competitors perceived by stakeholders or end users	Trần Anh Minh ˅	Khưu Thành Thiện ˅ Diệp Gia Huy ˅
[PA1 - Vision Document] List and briefly describe the product features	Trần Anh Minh ˅	Đoàn Đặng Phương Nam ˅ Khưu Thành Thiện ˅ Diệp Gia Huy ˅
[PA1 - Vision Document] Provide non-functional requirements	Trần Anh Minh ˅	Đoàn Đặng Phương Nam ˅
[UI Prototype] Design **Main page**	Bùi Nguyễn Lan Vy ˅	Khưu Thành Thiện ˅

[UI Prototype] Design **Sign in/Sign up**	Khưu Thành Thiện ▾	Bùi Nguyễn Lan Vy ▾
[UI Prototype] Design **Search Results**	Khưu Thành Thiện ▾	Bùi Nguyễn Lan Vy ▾
[UI Prototype] Design **Media player**	Bùi Nguyễn Lan Vy ▾	Khưu Thành Thiện ▾
[UI Prototype] Design **Billboards**	Bùi Nguyễn Lan Vy ▾	Khưu Thành Thiện ▾
[UI Prototype] Design **List of songs in a playlist**	Khưu Thành Thiện ▾	Bùi Nguyễn Lan Vy ▾
[UI Prototype] Design **Song's information**	Bùi Nguyễn Lan Vy ▾	Khưu Thành Thiện ▾
[UI Prototype] Design **User profile (Viewer Role)**	Bùi Nguyễn Lan Vy ▾	Khưu Thành Thiện ▾
[UI Prototype] Design **About us**	Khưu Thành Thiện ▾	Bùi Nguyễn Lan Vy ▾
[UI Prototype] Design **Terms of Usage**	Khưu Thành Thiện ▾	Bùi Nguyễn Lan Vy ▾
[UI Prototype] Design **Personal Profile**	Bùi Nguyễn Lan Vy ▾	Khưu Thành Thiện ▾
[UI Prototype] Design **Update Profile**	Bùi Nguyễn Lan Vy ▾	Khưu Thành Thiện ▾
[UI Prototype] Design **Library**	Khưu Thành Thiện ▾	Bùi Nguyễn Lan Vy ▾
[UI Prototype] Design **Upload**	Khưu Thành Thiện ▾	Bùi Nguyễn Lan Vy ▾
[UI Prototype] Design **Report**	Bùi Nguyễn Lan Vy ▾	Khưu Thành Thiện ▾
[UI Prototype] Design **Upload and Report Approvement**	Khưu Thành Thiện ▾	Bùi Nguyễn Lan Vy ▾
[UI Prototype] Design **Song Management**	Bùi Nguyễn Lan Vy ▾	Khưu Thành Thiện ▾
[UI Prototype] Design **Account Management**	Khưu Thành Thiện ▾	Bùi Nguyễn Lan Vy ▾
[UI Prototype] Design **Data Tracking**	Bùi Nguyễn Lan Vy ▾	Khưu Thành Thiện ▾