========== 08/11, Sprint 1 ==============

Team members present:
- Nguyễn Minh Văn
- Dương Minh Tùng
- Hà Tuấn Lâm
- Trần Quang An Quốc
- Nguyễn Khôi Nguyên

Team members absent:
- None

Status reports:
- Dương Minh Tùng
  - Completed tasks
    - Project Monitoring and Control
    - Weekly Report
  - To-do Tasks
  - Issues/Obstacles

- Trần Quang An Quốc
  - Completed tasks
    - Product Overview
    - Product Features
    - Other Product Requirements
  - To-do Tasks
  - Issues/Obstacles

- Hà Tuấn Lâm
  - Completed tasks
    - Introduction
    - Project Overview
  - To-do Tasks
  - Issues/Obstacles

- Nguyễn Khôi Nguyên
  - Completed tasks
    - Introduce
    - Positioning

- - - ■ Stakeholder and User Descriptions
  - ○ To-do Tasks
  - ○ Issues/Obstacles

- - ● Nguyễn Minh Văn
  - ○ Completed tasks
    - ■ Project Organization
    - ■ Project Plan
  - ○ To-do Tasks
  - ○ Issues/Obstacles

Summary of the meeting

=========== 30/10, Sprint 1 ===============
Team members present:
- ● Nguyễn Minh Văn
- ● Dương Minh Tùng
- ● Hà Tuấn Lâm
- ● Trần Quang An Quốc
- ● Nguyễn Khôi Nguyên

Team members absent:
- ● None

Status reports:
- ● Dương Minh Tùng
  - ○ Completed tasks
  - ○ To-do Tasks
    - ■ Project Monitoring and Control
    - ■ Weekly Report
  - ○ Issues/Obstacles

- ● Trần Quang An Quốc
  - ○ Completed tasks
  - ○ To-do Tasks
    - ■ Product Overview
    - ■ Product Features

- - ■ Other Product Requirements
  - ○ Issues/Obstacles

- ● Hà Tuấn Lâm
  - ○ Completed tasks
  - ○ To-do Tasks
    - ■ Introduction
    - ■ Project Overview
  - ○ Issues/Obstacles

- ● Nguyễn Khôi Nguyên
  - ○ Completed tasks
  - ○ To-do Tasks
    - ■ Introduce
    - ■ Positioning
    - ■ Stakeholder and User Descriptions
  - ○ Issues/Obstacles

- ● Nguyễn Minh Văn
  - ○ Completed tasks
  - ○ To-do Tasks
    - ■ Project Organization
    - ■ Project Plan
  - ○ Issues/Obstacles

Summary of the meeting