**GroupID:** 02 (Shinra Tensei)  
**Project Name:** Sope (an e-commerce website)

**Prepared By:** Lê Trần Kim Oanh

**PLANNING MEETING REPORT - SPRINT 1**

**(June 2nd - June 15th)**

Date: June 15th

Time: 20:00

Location: Google Meet  
  
**I. Members**

|  | **Name** | **Student ID** | **Role** | **Attend Meeting** |
| --- | --- | --- | --- | --- |
| 1 | Trần Tiến Lợi | 22127240 | Front end/Backend Developer | Present |
| 2 | Huỳnh Nhật Nam | 22127282 | Tester, Backend Developer | Present |
| 3 | Lê Trần Kim Oanh | 22127319 | Frontend Developer, Business Analyst | Present |
| 4 | Huỳnh Thiên Thuận | 22127407 | Frontend/ Backend Developer | Present |
| 5 | Trần Đức Tùng | 22127442 | Project manager, Backend Developer | Present |

**II. Report**

1. **Current Sprint Review: Sprint 1 (June 2nd - June 15th)**

* Completion Rate: 100%
* Pending Tasks: None
* Summary: The team successfully completed all tasks set for Sprint 1, studied some languages and tools needed to design our website.

1. **Next Sprint Planning: Sprint 2 (June 16th - July 20th)**

**Planned Tasks:**

| **Task** | **Description** | **Priority** |
| --- | --- | --- |
| 1 | Make a use-case model | High |
| 2 | Make a use-case specification. | High |
| 3 | Build up the UI for customers’ functions | Medium |

1. **Assign task**

|  | **Name** | **Task** | | |
| --- | --- | --- | --- | --- |
| 1 | Trần Tiến Lợi | Build up the UI for customers’ functions.  Make a use-case model. | | |
| 2 | Huỳnh Nhật Nam | Make a use-case specification. | | |
| 3 | Huỳnh Thiên Thuận | Make a use-case specification. | | |
| 4 | Trần Đức Tùng | Make a use-case specification. | | |
| 5 | Lê Trần Kim Oanh | Build up the UI for customers’ functions.  Make a use-case model.  Write reports. | | |