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

**Prepared By:** Lê Trần Kim Oanh

**PLANNING MEETING REPORT - SPRINT 4**

**(August 4th - August 17th)**

Date: August 17rd

Time: 12:00

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 4 (August 4th - August 17th)**

* Completion Rate: 100%
* Pending Tasks: None
* Summary: The team successfully completed all tasks set for Sprint 4, built some frontend services.

1. **Next Sprint Planning: Sprint 5 (August 18th - August 30th)**

**Planned Tasks:**

| **Task** | **Description** | **Priority** |
| --- | --- | --- |
| 1 | Complete the website project. | High |
| 2 | Prepare for the project presentation. | High |

1. **Assign task**

|  | **Name** | **Task** | | |
| --- | --- | --- | --- | --- |
| 1 | Trần Tiến Lợi | Finish the uncompleted functions.  Write test cases and a test plan. | | |
| 2 | Huỳnh Nhật Nam | Write test cases and a test plan. | | |
| 3 | Huỳnh Thiên Thuận | Finish the uncompleted functions. | | |
| 4 | Trần Đức Tùng | Finish the uncompleted functions. | | |
| 5 | Lê Trần Kim Oanh | Finish the uncompleted functions.  Write test cases and a test plan. | | |