

Sprint-1 Planning Meeting

Meeting of: PerfectWorld Official Meeting

Held at: Zoom Meeting

Date: 23 Mar 2021

Time: 9PM - 10:30PM

Present:

Yangfan Xu, Duc Trung Nguyen, Changhai Ren, Jiawei Ren, Jiaqi Ao

Apologies:

All attended

Approval of minutes

official meeting

Agenda items

1. UI Designs for all webpages in sprint 1 and discuss all major details (done by all team members)
 - a. High level: no moved navigation bar
 - b. Size is 16 : 9
2. Data structure of each webpage in sprint 1 and discuss all major details (Done during project)
3. Looking through the structure of code made by Pure && Lazy in high level (next meeting)
4. Creating manogoDB dataset together in the end of the meeting (next meeting)
5. Mention Trung to exchange meeting minute into suitable way and timeline issue (Done)
6. Who knows the software to design the UI (draw.io)
7. Login Webpage redesign? (Will be done by Jiaqi)
8. Daily-stand up issue? (Done in confluence space)
9. Design one main page in sprint 2 (Agree by everyone)

Action items

- complete interface design
- mention team member to complete daily standup

Action Item	Owner	Deadline	Status
Resume Page	Trung	04/18	InProgress
Academic Page	Changhai	04/18	InProgress
Event Page	Yangfan	04/18	InProgress
FunFact Page	Jiawei	04/18	InProgress
Register Page	Jiaqi	04/18	InProgress
Draw Timeline	Yangfan	03/26	InProgress
Finish Inception	All teammembers	03/31	InProgress

Next meeting

The next Weekly meeting will be at 9PM on 30th March at Zoom meeting and [Jiawei Ren](#) will write the meeting minutes for next meeting.

Minutes submitted by: [Jiaqi Ao](#)

Approved by: [YANGFAN XU](#) [Duc Trung Nguyen](#) [Changhai Ren](#) [Jiawei Ren](#) [Jiaqi Ao](#)