

===== 12h00, 17/10, Sprint 1 =====

Team members present:

- Triệu Nhật Minh
- Bùi Đỗ Duy Quân
- Hoàng Đức Việt
- Võ Minh Anh Thư
- Lê Vũ Ngân Trúc

Team members absent:

- None

Status reports:

- All members
  - Completed tasks:
    - Elect Project Manager.
    - Determine which type of applications among Web Applications and Mobile Applications to deploy in this project.
    - Choose the topic for the application above.
    - Choose the technical tools to serve for the building of this application in terms of Front-end, Back-end, Design (UML and UI/UX), and database.
    - Choose some applications that help Project Manager manage the timeline of each phrase and of each member in the team.
    - Find some applications used to store source code.
- Triệu Nhật Minh
  - To-do tasks:
    - Jira configuration.
    - Fill out the information in Project Proposal.
    - Fill out the information in section 2 Project Organization in the Software Development Plan Document.
    - Fill out the information in section 4 Project Overview in the Vision Document.
- Bùi Đỗ Duy Quân
  - To-do tasks:
    - Fill out the information in section 4.3 Project Monitoring and Control in the Software Development Plan Document.
    - Fill out the information in section 2 Positioning in the Vision Document.
- Hoàng Đức Việt
  - To-do tasks:
    - Fill out the information in section 1 Introduction in the Software Development Plan Document.

- Fill out the information in section 3 Stakeholder and User Descriptions in the Vision Document.
- Võ Minh Anh Thư
  - To-do tasks:
    - Github configuration.
    - Fill out the information in section 2 Project Overview in the Software Development Plan Document.
    - Fill out the information in section 6 Non-Functional Requirements in the Vision Document.
- Lê Vũ Ngân Trúc
  - To-do tasks:
    - Create a Figma project.
    - Fill out the information in section 4.2 Project Plan in the Software Development Plan Document.
    - Fill out the information in section 5 Product Features in the Vision Document.
    - Draw a Gantt chart to visualize the allocation of tasks to the project phases and iterations.

Summary:

- All members agreed to choose Web Application.
- Chosen topic: Café Review.
- Technical tools:
  - Design: Figma.
  - Front-end: ReactJS
  - Back-end: ExpressJS
  - Database: MongoDB
- Management tools:
  - Jira
- Code management
  - GitHub
- Project Manager: Triệu Nhật Minh

===== 12h00, 31/10, Sprint 1 =====

Team members present:

- Triệu Nhật Minh
- Bùi Đỗ Duy Quân
- Hoàng Đức Việt
- Lê Vũ Ngân Trúc
- Võ Minh Anh Thư

Team members absent:

- None

Status reports:

- Triệu Nhật Minh:
  - Completed tasks:
    - Jira configuration.
    - Fill out the information in Project Proposal.
    - Fill out the information in section 2 Project Organization in the Software Development Plan Document.
    - Fill out the information in section 4 Project Overview in the Vision Document.
  - To-do tasks:
    - Learning basics of using Figma for creating sitemap, UML.
    - Design low-fidelity wireframe for [User] homepage on Figma.
- Bùi Đỗ Duy Quân:
  - Completed tasks:
    - Fill out the information in section 4.3 Project Monitoring and Control in the Software Development Plan Document.
    - Fill out the information in section 2 Positioning in the Vision Document.
  - To-do tasks:
    - Learning basics of using Figma for creating sitemap, UML.
    - Design low-fidelity wireframe for login and sign up page on Figma.
- Hoàng Đức Việt:
  - Completed tasks:
    - Fill out the information in section 1 Introduction in the Software Development Plan Document.
    - Fill out the information in section 3 Stakeholder and User Descriptions in the Vision Document.
  - To-do tasks:
    - Learning basics of using Figma for creating sitemap, UML.
    - Design low-fidelity wireframe for [User] profile page on Figma.
- Lê Vũ Ngân Trúc:
  - Completed tasks:
    - Create a Figma project.
    - Fill out the information in section 4.2 Project Plan in the Software Development Plan Document.
    - Fill out the information in section 5 Product Features in the Vision Document.
    - Draw a Gantt chart to visualize the allocation of tasks to the project phases and iterations.
  - To-do tasks:
    - Create sitemap, UML.
    - Create global styles, color and typography systems on Figma.
    - Design low-fidelity wireframe for [User] shops' detail page on Figma.
- Võ Minh Anh Thư:
  - Completed tasks:
    - Github configuration.

- Fill out the information in section 2 Project Overview in the Software Development Plan Document.
- Fill out the information in section 6 Non-Functional Requirements in the Vision Document.
- To-do tasks:
  - Create sitemap, UML.
  - Design low-fidelity wireframe for [User] search response page on Figma.

Summary:

- Finish Project Proposal.
- Finish Software Development Plan Document.
- Finish Vision Document.