

===== 01/11/2023, Sprint 1 =====

Team members present:

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

**Finished task:**

- Project Overview: 100% complete
- Project Organizational Structure, assigning member roles and responsibilities: 100% complete
- Project plan:
  - Management Process: 80% complete
  - Gantt Chart: 100% complete
- Vision document: 100% complete

**Unfinished task:**

- Management process - project monitoring and control: unfinished Reporting and Measurement, and Configuration Management section.

**Problems and reasons:**

- Team is not sure that the report of some section is written properly.  
-> Reason: Team did not comprehend the mission of that section.
- Team forgot some points to write in the report.  
-> Reason: Team did not know what content should be written in the report at first, so some points were not taken note during the meeting.

**Lessons:**

- Identifying important points that need to be written in the report.

- Together discussing what the mission of each section in the report, if the team does not ensure, ask the teacher to help to write properly in the report.