=========== 19/10, Sprint 1 ===============
Team members present:

- Hoang-Khang Nguyen
- Quang-Khoi Ta
- Huynh Vo
- Huynh-Sang Nguyen
- Duy-Bao Bui

Team members absent: none

Status reports:

- Completed tasks
  - Created group's channel via messenger, slack and discord
  - Created Jira for project management
  - Completed PA0: 📄 PA0
  - Agreement to meet twice a week every Wednesday + Friday at 9:00 pm

Actions (if any): agree to choose Go as the programming language of backend services; research more feature for the product.

Summary of the meeting: meeting ends after 70 minutes.

=========== 26/10, Sprint 1 ===============
Team members present:

- Hoang-Khang Nguyen
- Quang-Khoi Ta
- Huynh Vo
- Huynh-Sang Nguyen
- Duy-Bao Bui

Team members absent: none

Status reports:

- Completed tasks

- First release of project plan + vision document

Actions (if any): resolve the conflict of features design.

Summary of the meeting: meeting ends after 70 minutes.

=========== 4/11, Sprint 2 ===============
Team members present:

- Hoang-Khang Nguyen
- Quang-Khoi Ta
- Huynh Vo
- Huynh-Sang Nguyen
- Duy-Bao Bui

Team members absent: none

Status reports:

- Completed tasks
  - Revised and updated the project plan + vision document
  - Completed PA1: [PA1](PA1)

Actions (if any):

Summary of the meeting: meeting ends after 40 minutes.

=========== 11/11, Sprint 2 ===============
Team members present:

- Hoang-Khang Nguyen
- Quang-Khoi Ta
- Huynh Vo
- Huynh-Sang Nguyen
- Duy-Bao Bui

Team members absent: none

Status reports:

- Completed tasks

- - - Sketch some diagram for the use-case specification
    - Submitted PA1: PA1

Actions (if any):

Summary of the meeting: meeting ends after 60 minutes.

=========== 18/11, Sprint 2 ===============
Team members present:

- Hoang-Khang Nguyen
- Quang-Khoi Ta
- Huynh Vo
- Huynh-Sang Nguyen
- Duy-Bao Bui

Team members absent: none

Status reports:

- ○ Completed tasks
    - Released the first version of the Use-case specification document

Actions (if any):

Summary of the meeting: meeting ends after 80 minutes.

=========== 25/11, Sprint 3 ===============
Team members present:

- Hoang-Khang Nguyen
- Quang-Khoi Ta
- Huynh Vo
- Huynh-Sang Nguyen
- Duy-Bao Bui

Team members absent: none

Status reports:

- ○ Completed tasks

- Revised and updated the use-case specification document
- Completed PA2: [PA2](PA2)

Actions (if any):

Summary of the meeting: meeting ends after 60 minutes.

=========== 1/12, Sprint 3 ===============
Team members present:

- Hoang-Khang Nguyen
- Quang-Khoi Ta
- Huynh Vo
- Huynh-Sang Nguyen
- Duy-Bao Bui

Team members absent: none

Status reports:

- ○ Completed tasks
  - Revised and updated the use-case specification document
  - First release of the software architecture document
  - Completed PA3: [PA3](PA3)

Actions (if any):

Summary of the meeting: meeting ends after 80 minutes.

=========== 16/12, Sprint 4 ===============
Team members present:

- Hoang-Khang Nguyen
- Quang-Khoi Ta
- Huynh Vo
- Huynh-Sang Nguyen
- Duy-Bao Bui

Team members absent: none

Status reports:

- ○ Completed tasks
    - ■ Revised and updated the software architecture document
    - ■ Implemented base of backend services
    - ■ Sketch the UI prototype

Actions (if any):

Summary of the meeting: meeting ends after 80 minutes.

========== 23/12, Sprint 4 ===============
Team members present:

- Hoang-Khang Nguyen
- Quang-Khoi Ta
- Huynh Vo
- Huynh-Sang Nguyen
- Duy-Bao Bui

Team members absent: none

Status reports:

- ○ Completed tasks
    - ■ Revised and updated the software architecture document
    - ■ Completed PA4: PA4
    - ■ Implemented base of backend services
    - ■ Completed UI design

Actions (if any):

Summary of the meeting: meeting ends after 80 minutes.