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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **logover05** | meeting minuteS | | | | | | | | |
| **Project:** | | OOPMS | | | **Project Code:** | OOPMS | |
| **Project Leader:** | | Ngo Duc Duy | | | **Conductor:** | Manh Hoang Truong | |
| **Secretary:** | Manh Hoang Truong | |
| **Date:** | | 17/05/2012 | | | **Time:** | 14h15 – 16h15 | |
| **Venue:** | | Room 504, Innovation Building | | | | | |
| **Topic of meeting:** | | Review report 01, introduction about HTML layout, Assign task for next meeting | | | | | |
| **A t t e n d e e s :** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | **Position** | | | **Attendance** |
| 1 | Le Ngoc Thach | |  | Project manager | | | Yes |
| 2 | Ngo Duc Duy | |  | Team leader | | | No |
| 3 | To Cong Thanh Hai | |  | Team member | | | Yes |
| 4 | Pham Nguyen Truong Giang | |  | Team member | | | Yes |
| 5 | Manh Hoang Truong | |  | Team member | | | Yes |

# Objectives

* Review Report No1
* Clarify HTML layout of sub systems
* Assign tasks to team members

# Contents

1. Reviewing Report No1.
2. Discuss about HTML layout
3. Assigning tasks for next meeting.

# Conclusion

|  |  |
| --- | --- |
| **Discussed Items** | **Decisions** |
| Review Report No.1 | Update comment of instructor |
| Discuss about HTML layout | HTML layout must have links between pages, user dreamweaver to design html |
| Assign task for members | HaiTCT : Use Case and HTML layout for ADMIN and PROJECT EYE  TruongMH : Use Case and HTML layout for TIMESHEET and DMS  GiangPNT : Use Case and HTML layout for PLANNER and DASHBOARD  DuyND : Use Case and HTML layout for REQUIREMENT and REPORT |
| Others | All members should self training about html, css, ajax, jquery… |