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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **logover05** | meeting minuteS | | | | | | | | |
| **Project:** | | OOPMS | | | **Project Code:** | OOPMS | |
| **Project Leader:** | | Ngo Duc Duy | | | **Conductor:** | Ngo Duc Duy | |
| **Secretary:** | Ngo Duc Duy | |
| **Date:** | | 22/05/2012 | | | **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 | | | Yes |
| 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 Requirement detail
* Clarify Report 2, SRS need
* Review screen layout
* Assign tasks to team members

# Contents

1. Reviewing requirement detail
2. Discuss about Report 2, SRS
3. Review screen layout
4. Assigning tasks for next meeting

# Conclusion

|  |  |
| --- | --- |
| **Discussed Items** | **Decisions** |
| Review Report No.2 | Duy will upload for review on Wed afternoon. |
| Assign task for members | HaiTCT : Product, Stage, Deliverables + SRS  TruongMH : Responsible for SRS, uPortal CSS  GiangPNT : Report + SRS  DuyND : Report 2 + refine interview question |
| Others | Collect icon for UI design |