**

*Finance ManageMent System*

Meeting Minutes 1

Meeting Date: 22/09/2015

Meeting Location: FPT Hoa Lac Campus

Approval: 22/09/2015

Recorded By: TuNB

1. **ATTENDANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name** | **Title** | **Position** | **Present** |
| 1 | Tran Binh Duong | Mr | Supervisor |  |
| 2 | Nguyen Van Vung |  | Team Leader |  |
| 3 | Nguyen Ba Tu |  | Team Member |  |
| 4 | Pham Xuan Hung |  | Team Member |  |
| 5 | Do Quan Quy |  | Team Member |  |
| 6 | Phan Huy Hung |  | Team Member |  |

1. **MEETING LOCATION**

FPT University Hoa Lac Campus,

A dormitory,

Room 302

1. **MEETING START**

Meeting Schedule Start: 16:00

Meeting Actual Start: 16:30

1. **AGENDA**
2. Review project introduction.
3. Verify project business
4. Identify upcoming task
5. **CONTENT**
6. **Review project introduction.**

*Refer file: “Hệ thống quản lý tài chính\_v1.xlsx”*

|  |  |  |
| --- | --- | --- |
| **No** | **Sheet** | **Comment** |
| 1 | <All> | Using MS word instead of MS Excel |
| 2 | Translate into English, use for first report 1 |
| 3 | Structure | Using single arrow instead to present relationship between components |
| 4 | Place [User] component outside the system |
| 5 | Draw sub-process inside base-process. |
| 6 | Move department list out of Structure content |
| 7 | Describe more details about department |
| 8 | Verify SSO.service component’s position. |
| 9 | Business | Describe definition: Budget, budget types |
| 10 | Describe and draw flow chart of budget management process |
| 11 | Discriminate Year Estimations and Additional Estimation in detail |
| 12 | Check spelling and grammar, fix “Bổ xung” -> “Bổ sung”. |
| 13 | Divide budget types into smaller items. |
| 14 | Giving process of each budget types |
| 15 | Make clear that the project support only payment management |
| 16 | Giving example of Additional Estimations. |
| 17 | Describe Allocation process in details. |
| 18 | Find the meaning of Specialized terms. |
| 19 | Make clear that each step of finance management process is performed by human or program. |
| 20 | Database | Describe database schema of related table. |
| 21 | Describe data flow |
| 22 | Component List | Component [VIETTEL] has incorrect name. |

1. **Verify project business**

* Verify meaning of some specialized terms, processes.
* Construct Rich Picture of system
* Construct Process Model of system

1. **Identify up-coming task**

* Check and implement all comment above
* Construct Rich Picture, Process Model, Introduction.

Deadline: 03/10/2015

Person in charge: Project Team.

1. **CONCLUSION**

* System Introduction reviewed.
* Identified upcoming task

1. **MEETING** **END**

Meeting Schedule End: 17:00

Meeting Actual End: 17:45

1. **NEXT MEETING**

Location: Room 503 – FPT University

Date: 03/10/2015

Time: 10.00 - 11.30 AM