**FPT University – Capstone Project Spring 2019 – Meeting Minutes**

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| **Meeting/Project Name:** | **Babysitter in demand** | | | | | | |
| **Date of Meeting:** | 11/09/2019 | | **Time:** | | | 12:30 | |
| **Secretary:** | Phạm Hải Dương | | **Location:** | | | Room 213FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * + Get familiar with each other   + Introduce scope and requirement | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Kiều Trọng Khánh | | Supervisor | | khanhkt@fe.edu.vn | | | |
| Phùng Thiên Phúc | | Team Leader | | phucptse62639@fpt.edu.vn | | | |
| Phạm Hải Dương | | Team Member | | duongphse62746@fpt.edu.vn | | | |
| Hồ Tấn Kỳ | | Team Member | | kyhtse61974@fpt.edu.vn | | | |
| Hoàng Nhật Đông | | Team Member | | donghnse62357@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| * Explain project requirement * Define scope | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Choose fixed the weekly meeting | | | | | Team | | 11/09/2019 |
| Introduce technique used for the project | | | | | Phúc | | 11/09/2019 |