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

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| **Meeting/Project Name:** | **Babysitter in demand** | | | | | | |
| **Date of Meeting:** | 24/09/2019 | | **Time:** | | | 10:30 | |
| **Secretary:** | Phạm Hải Dương | | **Location:** | | | Room 217FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * + Review Report 1   + Review Report 2   + Review prototypes | | | | | | | |
| **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** | | | | | | | |
| * Review Report 1   + No comment * Review Report 2   + System boundaries: System shouldn’t handle human resources, staff.   + Add reference links   + Software process model: why should this project use this model is not clear   + Numbering phase in process model picture   + Rewrite development life cycle   + Functional Requirement should not use “View” but use “Get” instead   + System configuration: system settings, time-out... * Prototype   + Parents need to view babysitter profile before they can save that profile * Payment   + Database design should include pricing | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Fix System boundaries | | | | | Đông | | 26/09/2019 |
| Fix Software process model, development cycle | | | | | Phúc | | 26/09/2019 |
| Add references to document | | | | | Phúc | | 26/09/2019 |
| Add system configuration | | | | | Dương | | 26/09/2019 |
| Add References to document | | | | | Phúc | | 26/09/2019 |
| Fix parents save babysitter prototype | | | | | Phúc | | 26/09/2019 |
| Design database | | | | | Team | | 26/09/2019 |
| Confirm activity prototype | | | | | Team | | 26/09/2019 |