**Meeting minutes**

May 11, 2015

1. **Attendees**

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| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Nguyen Ngoc Anh | Supervisor | anhnn4@fpt.edu.vn | 0905 119 948 |
| Nguyen Ngoc Thanh Hai | Leader | hainntse60916@fpt.edu.vn | 0987 480 027 |
| Nguyen Dang Minh | Member | minhdnse60942@fpt.edu.vn | 0909 422 020 |
| Than Van Tam | Member | tamtvse61014@fpt.edu.vn | 01227 527 757 |
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1. **Meeting agenda**

* Requirements in Capstone Project
* Principles
* The work has to complete for the next meeting
  1. **Requirements in Capstone Project**
  + Construct a work plan in Microsoft Project or “hostedredmine.com”.
  + Select method: waterfall or scrum…
  + In meeting have “Meeting minutes”.
  + If group busy, can inform the supervisor to change meeting.
  + Try to complete on deadline.
  + Have 6 mine stone: 6 reports
  + At week 10: Deploy version 1.0
  + At week 13: Deploy version 1.1
  + Last week 13: Summit final report, slide
  1. **Principles**
  + When you accept the work is assigned, you have to consider the extent of the work. If there are difficulties, you should warning and if deadline, you are NOT complete, you will receive penalties.
  + The maximum time for a job: 3 days.
  + What does not understand, does not agree, you have to speak out soon to solve soon.
  + Proposed work rules: reward and penalties.
  1. **The work has to complete for the next meeting**
  + Assessing the current state of the homologous sites: advantages and disadvantages.
  + Building plan.
  + Usecase diagram sketches.

1. **Next meeting**

3:15pm May 13, 2015