

# Meeting Minutes

## I. Background Information:

Group Name: **404 Not Found**

### Present:

	ID	Full Name	Email	Phone number
1	23127203	Trần Hữu Khang	thkhang23@clc.fitus.edu.vn	0909400548
2	23127361	Thạch Ngọc Hân	tnhan23@clc.fitus.edu.vn	0828333488
3	23127406	Nguyễn Tấn Lộc	ntloc23@clc.fitus.edu.vn	0867769759
4	23127460	Lê Đình Minh Quân	ldmquan23@clc.fitus.edu.vn	0866931605
5	23127488	Lê Thị Minh Thư	ltmthu23@clc.fitus.edu.vn	0348402072

### Absent:

None

### Purpose of the meeting:

- Finish all the required documents for PA01.
- Start assigning construction work to Developers

### Meeting format:

**Group Meeting Date: 13/6/2025.**

**Where: Google Meet**

**Begins at: 14h30 Until: 17h**

## II. Meeting result:

- Complete PA01.
- All members have the work assigned.

### III. Task Distribution:

	Full Name	Assigned Task	Begin	Due	Expectation
1	Trần Hữu Khang	Finish the project plan in RUP	16:00 (14/6)	13h00 (20/6)	Upload the 2.0 version of the RUP file to GG Drive
2	Thạch Ngọc Hân	Research about use-case diagram	16:00 (14/6)	13h00 (20/6)	Upload a text file summarising all of your research to the group chat
3	Nguyễn Tấn Lộc	Research about use-case diagram	16:00 (14/6)	13h00 (20/6)	Upload a text file summarising all of your research to the group chat
4	Lê Đình Minh Quân	Research about use-case diagram	16:00 (14/6)	13h00 (20/6)	Upload a text file summarising all of your research to the group chat
5	Lê Thị Minh Thư	Finish all the remaining parts in the Vision	16:00 (14/6)	13h00 (20/6)	Upload the 2.0 version of the Vision file to GG Drive

### IV. Task grading:

	Full Name	Assigned Task	Expectation	Completeness
1	Trần Hữu Khang	Project monitoring and control for RUP	Complete on time and upload in Google Drive	10/10

2	Thạch Ngọc Hân	Project introduction for RUP	Complete on time and upload in Google Drive	10/10
3	Nguyễn Tấn Lộc	Project organisation for RUP	Complete on time and upload in Google Drive	10/10
4	Lê Đình Minh Quân	Project overview for RUP	Complete on time and upload in Google Drive	10/10
5	Lê Thị Minh Thư	Project vision	Complete on time and upload in Google Drive	10/10

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Full Name	Comment
Trần Hữu Khang	Well document, effectively managed project progress
Thạch Ngọc Hân	Clear and coherent project introduction.
Nguyễn Tấn Lộc	The project structure presented and logically organised
Lê Đình Minh Quân	The project overview is concise, comprehensive
Lê Thị Minh Thư	Project vision is well-defined, aligned with goals

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