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Meeting Minutes

Van Lang Admissions

# Revision Table

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| --- | --- | --- | --- |
| Author | Date | Reason for changes | Version |
| Khoi Nguyen | 1/11/2016 | Initial Document | 1.0 |

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| **Writer:** | Nguyễn Anh Khởi | **Location:** | Room 701C | | |
| **Date:** | **14/11/2016** | **Start:** | 10h30 | **Finish:** | 11h30 |

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| Purpose of meeting: |
| * Review the analysis functions * Ask some questions to collect requirement clearly. |

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| Participants in meeting | | | |
| Name | Role | E-mail | Phone |
| Lê Sĩ Phú | Mentor | lesiphu@vanlanguni.vn | 0986982003 |
| Nguyễn Thái Hiền | Leader | hiennguyenthai93@gmail.com | 0937398353 |
| Trần Xuân Hải | Member | haitran2402@gmail.com | 01662542331 |
| Nguyễn Anh Khởi | Member | nguyenanhkhoicntt@gmai.com | 0933408603 |
| Đoàn Anh Minh | Member | minhdoan414@gmail.com | 01284144641 |
| Nguyễn Hoàng Anh Tài | Member | nguyenhoanganhtai95@gmail.com | 01203244599 |
| Nguyễn Xuân Thái Hiền | Member | bs.gtts44@gmail.com | 0974949241 |

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| Content |
| - Review fuctions list  - Manage News :  + Edit : need more function “ Deactive news”  + Delete : only delete draft news  + Need more function “ Tranfers news “  + Need more function “ Filter news”  + Authorization to view news  - Add Function “Authorization” : 2 level - authorization  - News divide into 2 type : public & private  - Manage Pop-ups & Banner : Need more functions “ Create” , “Delete” & “Control timer”  - Manage Student : Add function “ Edit profile “  - Manage Q/A : Add funcion “Approve question “  - Web qualities : Fast , can be expanded , avaiability , modified .  - Approve release :  + Release 1 :   * Authorization * Manage news * Manage categories   + Release 2 :   * Manage Students * Manage Accounts * Manage Q/A   + Release 3 :   * Manage Banners * Manage Pop-ups * Manage multi languages * CEO |

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| References |
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| Note |
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| To Do Tasks | | | | |
| **#** | **Task** | **Start date** | **Completion date** | **Status** |
| 1 | Analysis requirement | 14/11/2016 |  | High |
|  |  |  |  |  |

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| Next meeting | | | |
| **Date:** | **Content:** | **Time:** | **Location:** |
| **Writer:** | Nguyễn Anh Khởi | | |

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