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Meeting Minutes

Van Lang Admissions

# Revision Table

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| --- | --- | --- | --- |
| Author | Date | Reason for changes | Version |
| Khoi Nguyen | 30/11/2016 | Initial Document | 1.0 |

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| **Writer:** | Nguyễn Anh Khởi | **Location:** | Room 701C | | |
| **Date:** | **30/11/2016** | **Start:** | 10h45 | **Finish:** | 11h45 |

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

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| Participants in meeting | | | |
| Name | Role | E-mail | Phone |
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| Nguyễn Anh Khởi | Member | nguyenanhkhoicntt@gmai.com | 0933408603 |
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| Nguyễn Xuân Thái Hiền | Member | bs.gtts44@gmail.com | 0974949241 |

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| Content |
| - Review fuctions list  - Function “View point” : Education staff import by file excel  - Define 5 roles : Admin , Education staff , Poster , Approver , user  - Customer only talk about business ( need have URD before )  - Need have interfaces and create usecase descriptions before create workflow  - Workflow of function “ View point” : Web only display point of latest year  - Workflow of function “Post news” : Can save draft , can use draft tranfer to admin.  - “Filters” is difference from “Sort”  - Need more function “Manage Homepage”  - Have 2 type of authorization : data & functional  - Search question : key |

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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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