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Meeting Minutes

Van Lang Admissions

# Revision Table

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| --- | --- | --- | --- |
| Author | Date | Reason for changes | Version |
| Khoi Nguyen | 21/10/2016 | Initial Document | 1.0 |

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| **Writer:** | Nguyễn Anh Khởi | **Location:** | CNF Coffee | | |
| **Date:** | **21/10/2016** | **Start:** | 13h | **Finish:** | 15h |

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| Purpose of meeting: |
| * Review documents * Discuss about solution for trainning * Discuss about work environment |

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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 |
| - Team development can work in Redsun company of Mr.Tien.  - Mentor suggest that All members go to work on time , try best for capstone  - Every working day at least 3 hours at Redsun  - Mentor advise to write plan and meeting with customer for next week  - Mentor advise to reseach and trainning after class , use Google calendar. |

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| References |
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| Note |
| Nextweek :  - Send Plan  - Meeting with Customer |

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| To Do Tasks | | | | |
| **#** | **Task** | **Start date** | **Completion date** | **Status** |
| 1 | Write Project Plan | 21/10/2016 | 24/10/2016 | High |
| 2 | Learn software development ( Nodejs , MongoDB , AngilarJS … ) | 21/10/2016 | 24/10/2016 | Medium |
| 3 | Requirement Process , Incremental process , Congiguration process , Comnunication process … | 21/10/2016 | 24/10/2016 | High |

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| Next meeting | | | |
| **Date: 24/10/2016** | **Content:** | **Time: 10h45** | **Location: 7 Floor Van Lang university** |
| **Writer:** | Nguyễn Anh Khởi | | |

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