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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:** | **1/11/2016** | **Start:** | 9h30 | **Finish:** | 10h30 |

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

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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 |
| - Unclear about functions  - Unclear about devide level of fuction  - Data divided into 2 types : approval and without approval  - Divided by functionality rather than by categories  - The main functions can be :  + Manage News  + Manage Categories  + Manage Accounts  + Manage Decentralization  - Need have a form of each activities |

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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 | 1/11/2016 |  | High |
|  |  |  |  |  |

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

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