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Meeting Minutes

Van Lang Admissions

# Revision Table

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| --- | --- | --- | --- |
| Author | Date | Reason for changes | Version |
| Khoi Nguyen | 27/10/2016 | Initial Document | 1.0 |

Table of Contents

[Revision Table 1](#_Toc465851974)

[1 Purpose of meeting: 3](#_Toc465851975)

[2 Participants in meeting 3](#_Toc465851976)

[3 Content 3](#_Toc465851977)

[4 References 4](#_Toc465851978)

[5 Note 4](#_Toc465851979)

[6 To Do Tasks 4](#_Toc465851980)

[7 Next meeting 4](#_Toc465851981)

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| **Writer:** | Nguyễn Anh Khởi | **Location:** | Room 203B | | |
| **Date:** | **27/10/2016** | **Start:** | 14h30 | **Finish:** | 15h30 |

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| Purpose of meeting: |
| * Meeting with Customer : Ask some questions to collect requirement. |

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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 |
| Customer description of requirements :  - This is a nationwide Admissions page  - Admissions pages available but discursive , developer team needs to interage into a website  - There are a few features that have not been met  - Satisfy about 5000 people can access at the same time  - Customer require that team must reference more in <http://tuyensinh.vanlanguni.edu.vn/>  - The main functions can be :  + Manage news ( introduce about Van Lang university , Activitives , Policies …)  + Manage education news ( View points , Admission registration , Gifted exam , Matriculation list … )  + Interface to communicate with students ( QA , Send mail , Frequently Asked Questions … )  + 2 level expertise information   * Competent persons : can write news , upload news * Writer : write news and send to competent persons to expertise information   + Manage pop-ups , banners  + Dynamic menu  + News :   * Have icon , images , video * Related news   + Security for sign-in |

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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 | 27/10/2016 | 1/11/2016 | High |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| Next meeting | | | |
| **Date: 1/11/2016** | **Content:** | **Time: 9h00** | **Location: Room 701C** |
| **Writer:** | Nguyễn Anh Khởi | | |

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