**MEETING MINUTES**

****

**Date:9/1/2017**

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**The meeting begun at 8:10 pm**

# MEETING OBJECTIVES

Confirm and clarify customer needs

Discover product non-functional requirements

# ATTENDEES

|  |  |  |
| --- | --- | --- |
| **Name** | **Roles** | **Email** |
| To Thi Thu Thao | Customer |  |
| Nguyen Hoang Nam Phuong | Team member | nguyenhoangnamphuong2110@gmail.com |
| Dang Quoc Viet | Team member | vietdang.2509@gmail.com |

# CONTENT

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Note** |
| 1 | Show question list of quality attributes  Customer confirm:   * Website easy to use * Simple interfaces but professional and trusting * Website active 24/7 * At first period, don’t need high security | Explain clearly questions to customer |
| 2 | Show mainpage layout to customer  Customer confirm:   * Just search skills * About user information:   +Reason to join  +Know VINASWAP from where?  +What are their missions?  +Feedback is important |  |

# APPROVAL OF MEETING

|  |  |
| --- | --- |
| **Name** | **Signature** |
| To Thi Thu Thao |  |

**The meeting was finished at 9:05pm**