**MEETING MINUTES**

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**Date:06/01/2017**

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**The meeting begun at 1:30 pm**

# MEETING OBJECTIVES

Review Sprint 0 and prepare for Sprint 1

# ATTENDEES

|  |  |  |
| --- | --- | --- |
| **Name** | **Roles** | **Email** |
| To Dinh Hieu | Mentor |  |
| Nguyen Bao Thach | Team leader | b.thach511@gmail.com |
| Nguyen Hoang Nam Phuong | Team member | nguyenhoangnamphuong2110@gmail.com |
| Dang Quoc Viet | Team member | vietdang.2509@gmail.com |
| Tran Phan Trung Chanh | Team member | hunteratthenight@gmail.com |
| Nguyen Dang Quang | Team member | ndq.quang511@gmail.com |
| Nguyen Huu Tai | Team member | Nguyenhuutai1995k19t01@gmail.com |

# CONTENT

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Note** |
| 1 | Prepare Definition of Done | * Completely done tasks in sprint plan |
| 2 | Build environment development in sprint 0 to execute sprint 1 |  |
| 3 | Architects documents | * Requirements,architect driver, decisions,.. * Decisions have to matched customer requirements.Mapped to decisions and functions * Sprint 0 just need high level requirements * Search more about physical and dynamic views |

# APPROVAL OF MEETING

|  |  |
| --- | --- |
| **Name** | **Signature** |
| To Dinh Hieu (Mentor) |  |
| Nguyen Bao Thach (Team leader) |  |

**The meeting was finished at 3:45 pm**