**MEETING MINUTES**

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**Date:27/12/2016**

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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 | Technical desicions | * Choose PHP language * Research more about frameworks * Write all criteria down and the decision (cost, the functions, the familiar) * The risk in taking PHP language like the time to training, * Research Project management view, technology views, and business views * Need to have technical leader to clear about technical views * Focus on team expertise and the product (function searching or matching) |
| 2 | Scrum team track | * Team is late so team must extend sprint 0 * What had been done in the last 14 weeks, so what happened * Need to write about the plan and its actual deliverables * Why we are late for 5 weeks, what’s wrong |
| 3 | IN THE NEXT MEETING: | * Start with the overall plan like mentioned above * What is your plan to fix it * Define and track and plan to fix the risk * Watch carefully how to estimate, explain to everybody in team how to log tasks |

# APPROVAL OF MEETING

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

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