

MEETING MINUTES 2

English version

Project Name		Super Shipper System	Project code		3S
Project Manager		Le Van Quy Hoang	Conductor		Le Van Quy Hoang
			Secretary		Nguyen Thi Hong Nhung
Date		16/09/2015	Time		11.00 – 12.30
Venue		Room 102, Hoa Lac campus			
Meeting topic		Review report 1, find solutions for current problems of project team and discuss about report 2.			
Attendees					
No.	Full name		Unit / Group	Position	Attendance
1	Tran Binh Duong		FPT University	Supervisor	Present
2	Le Van Quy Hoang		3S team	Project Manager	Present
3	Nguyen Khac Hoang		3S team	Technical leader	Absent
4	Tran Dinh Hoang Huy		3S team	Developer	Present
5	Nguyen Van Quyen		3S team	Developer	Present
6	Kieu Cao Khanh		3S team	Designer	Present
7	Nguyen Thi Hong Nhung		3S team	Tester	Present
Objectives					
Present report 1 to supervisor, solve current problems of project team, clearly understand how to complete report 2, establish work schedule for this week.					
Agenda					
<ul style="list-style-type: none">- Present result of project team’s reality research on September 12th.- Report, compare rich pictures of current models and this project’s models.- Review report 1.- Present questions about report 2.					
Contents					
<p>I. Present survey result of project team’s reality research on September 12th</p> <p>II. Report rich pictures of current models</p> <p>* Huy : Present rich picture of current models</p>					

- * Hoàng : Add new method: "Normal delivery". So 3S system can combine orders before deliver.
- * Supervisor:
 - Project team need to understand and resolve problems about combine orders.

III. Review report 1

1. Introduction

- * Supervisor:
 - Project team need to understand clearly all statistics inserted into report. Unnecessary numbers should be removed.
 - Need to add these documents:
 - + Statistic about number of goods delivered by shipping.
 - + Compare shipping industry to other industries in Vietnam.
 - + Shipping industry's income compare to GDP.
 - Need to study about goods delivery's court of law and add to the report.
 - + Prohibited goods
 - + Terms and conditions when company signs contract with stores and shippers.

2. Competitors

- * Supervisor:
 - Remove competitors whose apps has less than 100 downloads.
 - Evaluate global similar systems to learn from them.
 - Add competitors holding Free-shipper market share such as Grab, Uber.

IV. Present questions about report 2

* Hoàng: School's Project Plan template is different from SPM course's template. Thus, whether team can add or remove some parts?

- * Supervisor:
 - Can modify template, not necessary in the right order. Unnecessary parts: Finance, Training Plan, Infrastructure.

* Hoàng: Do the project team need to translate all documents that will be sent to supervisor into Japanese or just the heading parts?

- * Supervisor:
 - Some documents must be translated into Japanese such as Meeting Minutes, Q&A.
 - Other documents are written in English.

Discussed items	Decisions
Present, compare Rich picture of current models and this project's models	-Find out solution for problem about combine gathering orders

<p>Review report 1</p> <p>1. Introduction</p> <p>2. Competitors</p>	<p>1. Introduction</p> <ul style="list-style-type: none"> - Study clearly all statistics inserted into report. Unnecessary numbers should be removed. - Add following documents: <ul style="list-style-type: none"> + Statistic about number of goods delivered by shipping. + Compare shipping industry to other industries in Vietnam. + Shipping industry's income compare to GDP. - Need to study about goods delivery's court of law and add to the report. <ul style="list-style-type: none"> + Prohibited goods + Terms and conditions when company signs contract with stores and shippers. <p>2. Competitors</p> <ul style="list-style-type: none"> - Remove competitors whose apps has less than 100 downloads. - Evaluate global similar systems to learn from them. - Add competitors holding Free-shipper market share such as Grab, Uber.
<p>Present question about report 2</p>	<ul style="list-style-type: none"> - Create Project Plan base on template that team agreed - Remove unnecessary part : Finance, Training Plan, Infrastructure - Documents that required to translated to Japanese: Meeting minutes, Q&A - Write other documents in English with Japanese heading parts