MEETING MINUTES 1

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	09/09/2015	**Time**	11.00 – 12.00
Venue	Room 102, Hoa Lac campus		
Meeting topic	Report about project plan, find solutions for current problems of project and discuss about report 1.		

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	Present
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 idea of capstone project with supervisor, propose capstone project's plan and every week meeting schedule, resolve problems that project team has and clearly understand how to execute report 1

Agenda

- Report Rich picture- describe overview of capstone project
- Present and resolve questions about business problem of capstone project
- Determine capstone project plan
- How to execute report 1
- Determine meeting time with supervisor

Contents

    I.   Report Rich picture- describe overview of capstone project

* Hoang: Present about rich picture

* Supervisor:

- Project team need to draw rich pictures for similar systemswhichare operating at present. Thence, analyzing and evaluating to find out pros and consof current systems.
- Find out solutions to resolve weaknesses of current systems.
- Compare current systems with 3S to find out 3S' pros and cons. Find out whether 3S has resolved other systems' weaknesses or not

   II.   Present and resolve questions about business problem of capstone project

1. Overload order

* Hoang: How does system deal with order overloading?

* Supervisor:

- System should have messages to notify customer that system has received order information and will quickly execute order when it found ready-state shippers.
- Expand system in many ways such as recruiting semi-professional shipper.

2. Verification code

* Hoang: What is the logical way to verify product delivery between store and shipper?

* Huy: Need only shippers' confirmation when they receive products.

* Supervisor:

- When store created order, the system will generate 2 verification codes
- One verification code is used by store to insert into the app of the shipper who confirms the delivery.
- Another verification code is generated to send to customer by the store. When shipper comes to deliver product, customer will enter verification code to confirm that product is delivered.

3. Payment form

* Hoang: When shipper delivered successfully, which is the way to settle the payment between shipper company and store?

* Supervisor:

- Bank transfer manually. Daily-paid salary.
- Shipper company must sign a contract with clear terms and conditions with store about delivery.

4. Shipper

* Hoang: Which is the best way to find shipper when order is received from store?

* Supervisor:

- Scan locations of the 5 nearest shippers to the store. Who accepts the request first will assume that order.

* Hoang: Terms and conditions to avoid the case when shipper takes the product and runs away.

* Supervisor:

- Shipper's contract must have these clauses :

+ Have clear CV

+Deposit 50% salary of the first month to assume responsibility.

III.   How to execute report 1

* Hoang: Which documents does project team need to prepare for report 1? When to deliver?
* Supervisor:
- Report 1 include : Meeting minutes, Introduction, Report progress
- Document written in Japanese :Meeting minutes, Progress Report.
- Report 1 delivery time: 13/09

IV.   Determine capstone project plan
V.   Determine meetingschedule with supervisor

Conclusions	
Discussed items	Decisions
Report Rich picture- describe overview of capstone project	- Project team need to draw rich pictures for similar systems which are operating at present. Thence, analyzing and evaluating to find out pros and cons of current systems. - Find out solutions to resolve weaknesses of current systems. **-** Compare current systems with 3S to find out 3S' pros and cons. Find out whether 3S has resolved other systems' weaknesses or not

Present and resolve questions about business problem of capstone project 2.1.Overload order 2.2 Verification code 2.3 Payment form 2.4 Shipper	2.1.Overload order - System should have messages to notify customer that system has received order information and will quickly execute order when it found ready-state shippers. - Expand system in many ways such as recruiting semi-professional shipper. 2.2. Verification code 2.3. Payment form - Bank transfer manually. Daily-paid salary. - Shipper company must sign a contract with clear terms and conditions with store about delivery. 2.4. Shipper - Scan locations of the 5 nearest shippers to the store. Who accepts the request first will assume that order. - Shipper's contract must have these clauses : + Have clear CV + Deposit 50% salary of the first month to assume responsibility.
3. How to execute report 1	Report 1 include : Meeting minutes, Introduction, Report progress
4.Determine meeting schedule with supervisor	- Slot 3 Wednesday every week.
5. Determine capstone project plan	Supervisor and project team have decided to carry out capstone project following FPT University's rules but with changes to suit teaching and learning timetables of supervisor and team members.