# 2. MEETING MINUTES

Below is a sample of our meeting minutes. All meeting minutes is attached in Meeting minutes folder in the CD.

**English version**

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| 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, resolve problems that project team has 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 | | | | | | | | |
| 1. **Report Rich picture- describe overview of capstone project**   **\*** Hoang: Present about rich picture  **\*** Supervisor:  - 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   1. **Present and resolve questions about business problem of capstone project** 2. **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.   1. **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.  1. **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.  1. **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.   1. **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, Repor  t progress   * Document written in Japanese : Meeting minutes, Progress Report. * Report 1 delivery time: 13/09  1. **Determine capstone project plan** 2. **Determine meeting schedule 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   * 1. 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. | | | | | |