# MEETING MINUTES 2

**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 | | 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 | | | | | | | | |
| * 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 | | | | | | | | |
| 1. **Present survey result of project team’s reality research on September 12th** 2. **Report rich pictures of current models**   **\*** Huy : Present rich picture of current models  \* 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.   1. **Review report 1** 2. **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.   1. **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.  1. **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. | | | | | | | | |
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| Discussed items | | | Decisions | | | | | |
| Present, compare Rich picture of current models and this project’s models | | | -Find out solution for problem about combine gathering orders | | | | | |
| Review report 1  1. Introduction  2. Competitors | | | 1. Introduction  - Study clearly all statistics inserted into report. Unnecessary numbers should be removed.  - Add following 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.   1. Competitors  * 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. | | | | | |
| Present question about report 2 | | | - 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 | | | | | |