# 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 | | 23/09/2015 | | | Time | | 23.00 – 00.00 | |
| Venue | | Room 102, Hoa Lac campus | | | | | | |
| Meeting topic | | Review report 1, report 2, Use cases in report 3 and mockup | | | | | | |
| 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 | | | | | | | | |
| Review final version of report 1, 2 , project plan and SRS of report 3, present mockup of the capstone project | | | | | | | | |
| Agenda | | | | | | | | |
| * Review final version of report 1, 2 * Review Project plan * Review Use cases in SRS of report 3 * Present mockup of the capstone project | | | | | | | | |
| Contents | | | | | | | | |
| 1. **Review report 1**  * Hoàng: Explain corrected parts to supervisor * Supervisor: All images inside documents must have captions   + Meeting minutes: Translate words such as “shipper”, “rich picture”, “meeting minutes” into Japanese  + Progress report: Translate words such as “man-hours”, “rich picture”, “plan” into Japanese   1. **Review report 2**  * Supervisor: Correct format of report 2  1. **Review Project Plan**  * Supervisor: * Parts team need to review:   + Risk management: Rank? G6 of the Matrix?  + R5: solution is not suitable. Should be a solution such as: hold meetings usually to track work  + 7.2.1: System output   * Technology: Answer questions about Ionic:   + Advantages of Ionic?  + Limitations of Ionic?   * Huy:   + Ionic is designed to support real-time, map…  + Ionic has general plugins, many users  + Learning Ionic is faster than learning Android   * Supervisor: * Update contents that have been done in Schedule file   + Update the “100% completed” state  + Add start and finish times  + Change working time to avoid member’s overload   1. **Present Use cases in SRS of report 3**  * Supervisor: * Use cases:   + Consult the copy sent by supervisor, which parts has many N/A should be removed.  + Condition: bring out result, not operation   * Hoàng: Whether we must draw all the sequences referring to use cases or not? * Supervisor: Should draw. * Hoàng: Do we need to write test cases for User with Guest function? * Supervisor: Yes, because Guest still has interactive functions with system. * Lack of Trigger information  1. **Review Mockup**  * Supervisor: Correct spellings:   + Confirm payment: Confirm assisted payment.  + Exchange history: should be changed into Transaction history | | | | | | | | |
| Conclusions | | | | | | | | |
| Discussed items | | | Decisions | | | | | |
| Review report 1 | | | - All images inside documents must have captions  - Meeting minutes: Translate words such as “shipper”, “rich picture”, “meeting minutes” into Japanese  - Progress report: Translate words such as “man-hours”, “rich picture”, “plan” into Japanese | | | | | |
| Review report 2 | | | Correct format of report 2 | | | | | |
| Review Project Plan | | | * Parts team need to review:   + Risk management: Rank? G6 of the Matrix?  + R5: solution is not suitable. Should be a solution such as: hold meetings usually to track work  + 7.2.1: System output   * Update contents that have been done in Schedule file   + Update the “100% completed” state  + Add start and finish times  + Change working time to avoid member’s overload | | | | | |
| Review Use cases in SRS | | | * Use cases:   + Consult the copy sent by supervisor, which parts has many N/A should be removed  + Condition: bring out result, not operation   * Add Trigger information | | | | | |
| Review Mockup | | | * Correct spellings:   + Confirm payment: Confirm assisted payment.  + Exchange history: should be changed into Transaction history | | | | | |