# 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 | | 30/09/2015 | | | Time | | 11.00 : 12.12 | |
| Venue | | Room 102, Hoa Lac campus | | | | | | |
| Meeting topic | | Review SRS of report 3, database and source code’s structure | | | | | | |
| 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 | | Absent |
| 7 | Nguyen Thi Hong Nhung | | | 3S team | | Tester | | Present |
| Objectives | | | | | | | | |
| Review SRS of report 3, present database and source code’s structure | | | | | | | | |
| Agenda | | | | | | | | |
| * Review SRS * Present Database * Review source code’s structure | | | | | | | | |
| Contents | | | | | | | | |
| 1. Review SRS  * Hoang: Present SRS * Supervisor: * Missing parts:   + Need to draw State machine diagram of Order status  + ERD (Entity-Relationship model)  + Activity diagram  + Non-functional requirement   * Correct format, grammar: * Hoang: After finished SRS, team saw that description is the same as trigger * Supervisor: * Description: Describe overview from the beginning to the end. Describe details so that tester can understand business order of that use case * Trigger: Only show the point rising that action – the objective of performing that case * In description, need to write clearly messages of each case that meet issue * Other mistakes:   + Page 69: Description is unclear. Need to answer the question: “What is confirmation code?”  + Page 85: Description is different from action  + Case’s exception: Need to study again   * When use cases existed, tester starts writing test cases * Content description is not good enough. Especially need to review trigger content and inspect information fields  1. Database:  * Supervisor: Need to draw ERD then present database after  1. Source code’s structure:  * Hoang: Present about team’s source code. Source code is split into 3 parts: mobile, server, web * Supervisor: Answer questions: * Differences between server attached to client web and server attached to node module * Where to place the common part? * How to divide user groups?  1. Things to do in this week:  * Supervisor: List use cases after priority order. Report which functions team is going to do | | | | | | | | |
| Conclusions | | | | | | | | |
| Discussed items | | | Decisions | | | | | |
| Review SRS | | | * Add missing parts to SRS:   + Draw State machine diagram of Order status.  + ERD (Entity-Relationship model)  + Activity diagram  + Non-functional requirement   * Correct format, grammar * Distinguish clearly between description and trigger * In description, need to write clearly messages of each case that meet issue * Correct other mistakes:   + Page 69: Description is unclear. Need to answer the question: “What is confirmation code?”  + Page 85: Description is different from action  + Case’s exception | | | | | |
| Present Database | | | * Draw ERD for system | | | | | |
| Review source code’s structure | | | * Answer questions:   + Differences between server attached to client web and server attached to node module  + Where to place the common part?  + How to divide user groups? | | | | | |
| Document | | | * List use cases after priority order * Report which functions team is going to do | | | | | |