# 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 | | 11.10 – 12.20 | |
| Venue | | Room 102, Hoa Lac campus | | | | | | |
| Meeting topic | | Review : Activity diagram, state machine, ERD in SRS | | | | | | |
| 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 : Activity diagram, state machine, ERD in SRS | | | | | | | | |
| Agenda | | | | | | | | |
| * Review activity diagram * Review state machine * Review ERD – entity-relationship diagram | | | | | | | | |
| Contents | | | | | | | | |
| 1. Review activity diagram  * Hoang: Present activity diagram * Supervisor:   Missing parts :  + Admin  + Step “Check order list”  + Step “Finish delivery” to inform shipper and store   1. Review state machine 2. Express order  * Notice that the step “Going to pickup” is not logical, should be changed to “Waiting to pickup” * Change Delaying -> Pending  1. Normal order  * Basically the arrangement is still disordered * Missing state: Waiting to delivery * Missing stock’s role (states in warehouse and confirmation)  1. ERD – Entity Relationship Diagram   Huy: Present ERD  Supervisor:   * Missing ERD notation * Entities Store and Use are not right * Updating History, Banned Account: are not entities in reality * Entity Task has no relationship with entity Order * Add entity Stock * Entity Payment is unclear. Consult transaction ledger and how to write ledger in database | | | | | | | | |
| Conclusions | | | | | | | | |
| Discussed items | | | Decisions | | | | | |
| Review activity diagram | | | Add missing parts:  + Admin  + Step “Check order list”  + Step “Finish delivery” to inform shipper and store | | | | | |
| Review state machine | | | 1. Express order  * Change the step “Going to pickup” to “Waiting to pickup” * Change Delaying -> Pending  1. Normal order  * Need to be rearranged * Add state: Waiting to delivery * Add stock’s role (states in warehouse and confirmation) | | | | | |
| Review ERD – entity-relationship diagram | | | * Add ERD notation * Fix entities Store and Use * Updating History, Banned Account : are not entities in reality * Entity Task has no relationship with entity Order * Add entity Stock * Entity Payment need to be cleared * Consult transaction ledger and how to write ledger in database | | | | | |