Meeting Minute

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| MEETING NAME: | FIRST WEEKLY SOFWARE ENGINEER PROJECT MEETING | | | |
| DATE OF MEETING | ../09/2025 | TIME: | Start | 9h30 |
| Finish | 12h |
| MEETING PURPOSE: | Assign task for member and give more details for  function. | MEETING  LEADER: | | KIEU TAN TAI |
| PREPARED BY: | |  |

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| 1.ATTENDANCE AT MEETING | |
| Name: | Students’ ID: |
| KIEU HOAI NAM | 3123410226 |
| LY HIEU NGHIA | 3123410235 |
| TRAN DINH MINH THOAI | 3122410399 |
| NGUYEN TUAN KIET | 3123560044 |
| KIEU TAN TAI | 3123410314 |

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| 2. MEETING NOTES, DECISIONS, ISSUES |
| We discuss and choose task for member. |
| Consider all possible functions requirement by the system:   * ... * ... * ... * ... * ... * ... |
| Now, we have already decided what our project is and separated it into 5 functions which will be described more detailed in the next part.  At this week, we will demonstrate to you about what we have done and what is our next job. |
| Decide necessary functions that will be implemented:   * . * ... * ... * ... * ... |

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| 3. ACTION ITEMS | | | |
| Action: | Assigned to: | Due date: | Additional Information: |
| Analysis requirements, create primitive repo on Github | KIEU TAN TAI | 20/09/2025 | The primitive repo on GitHub must have a separate branch for each member in the team and one branch for testing. |
| List functional / non functional requirements | NGUYEN TUAN KIET | 20/09/2025 |  |

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| Use-case for module Bus Schedule & Tracking | LY HIEU NGHIA | 21/09/2025 |  |
| Activity Diagram pick-up and drop-off process for students. | KIEU HOAI NAM | 21/09/2025 |  |
| Design a real-time  tracking solution | TRAN DINH MINH THOAI | 22/09/2025 |  |
| Class Diagram for  main modules | KIEU TAN TAI | 23/09/2025 |  |