Meeting Minute

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| MEETING NAME: | FIRST WEEKLY SOFWARE ENGINEER PROJECT MEETING | | | |
| DATE OF MEETING | 21/09/2025 | 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:   * view list of students, drivers, vehices, routes * create vehices schedules * assign driver and vehices for routes * real-time tracking * Send a notice for drivers or parents * view today schedule * view list of students need to pick up and drop off * report instant status of pickup and drop off students * alert when have a problem |
| Now, we have already decided what our project is and separated it into 6 main 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:   * showList (Generics) * createSchedules * assignDriverAndVehices * trackingRealtime * sendNotification (Generics) * showTodaySchedule |

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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 | 23/09/2025 |  |
| Activity Diagram pick-up and drop-off process for students. | KIEU HOAI NAM | 23/09/2025 |  |
| Design a real-time  tracking solution | TRAN DINH MINH THOAI | 22/09/2025 |  |
| Class Diagram for  main modules | KIEU TAN TAI | 23/09/2025 |  |