**Client meeting minutes**

Date: 5/7/2024

Time: 10:30am – 11:30am GMT+7

Location: Online – via Microsoft Teams

Scribe: Dang Khanh Toan Nguyen

Attendees: Dang Khanh Toan Nguyen, Cuong Nhat Nguyen, Dang Duc Anh Nguyen, Ha Huy Hoang Nguyen, Khang Minh Vuong

# **Minutes Details**

## **Agenda/Goals/Questions**

1. Ask client about SQAP, SADRR and DSD&IR documents
2. Ask client about implementation

**Answers:**

1. The software development members research on architecture, deployment service, service spec(s) provided by GCP, FPT, AWS
2. Start trainning on specific metric only relevant to this project and remove unnecessary lable for other actions, within 3 weeks create a working prototype

**Work to do for next week(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due date** | **Completed?** |
| 1 | Prepare SADRR | Toan, Duc Anh, Khang Minh | 26/7/2024 | No |
| 2 | Implementations | Hoang, Nhat, Toan, Duc Anh | 5/7/2024 | Done |
| 3 | Prepare SQAP | Hoang, Toan | 19/7/2024 | No |
| 4 | Prepare DSD&IR | Hoang, Nhat, Duc Anh | 26/7/2024 | No |
| 5 | Training and prototyping | Hoang, Nhat | 26/07/2024 | No |