Meeting Minute

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| MEETING NAME: | FIRST WEEKLY SOFWARE ENGINEER PROJECT MEETING | | | |
| DATE OF MEETING | 22/09/2019 | TIME: | Start | 13h00 |
| Finish | 16h00 |
| MEETING PURPOSE: | Assign task for member and give more details for  function. | MEETING  LEADER: | | VŨ NGỌC TÙNG |
| PREPARED BY: | | VŨ NGỌC TÙNG |

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| 1.ATTENDANCE AT MEETING | |
| Name: | Students’ ID: |
| PHẠM VĂN TUẤN | 3123410413 |
| PHAN THANH TÙNG | 3123410417 |
| VŨ NGỌC TÙNG | 3123410418 |
| LÊ THỊ TRÚC LY | 3123410210 |
| TRƯƠNG MINH VŨ | 3123410437 |

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| 2. MEETING NOTES, DECISIONS, ISSUES |
| We discuss and choose task for member. |
| Consider all possible functions requirement by the system:  - Functions for Bus Manager  - Functions for Driver  - Functions for Parent  - Technical Requirements (Non-Functional) |
| At this week, we will demonstrate to you about what we have done and what is our next job. |
| - Divide the tasks among the team members.  - Assign team members to work on Task 1 and Task 2 in the first week:  + Two members work on Task 1.  + The remaining three members work on Task 2. |

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| 3. ACTION ITEMS | | | |
| Action: | Assigned to: | Due date: | Additional Information: |
| work on Task 2 | PHẠM VĂN TUẤN | 23/09/2025 |  |
| work on Task 1 | PHAN THANH TÙNG | 23/09/2025 |  |

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| work on Task 1 | VŨ NGỌC TÙNG | 23/09/2025 |  |
| work on Task 2 | LÊ THỊ TRÚC LY | 23/09/2025 |  |
| work on Task 2 | TRƯƠNG MINH VŨ | 23/09/2025 |  |