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| **Meeting/Project Name:** | **Rheinol Quick Service** | | | | | | |
| **Date of Meeting:** | 22/05/2019 | | **Time:** | | | 15:00 | |
| **Secretary:** | NAMDHP | | **Location:** | | | FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Report result collected  Analysis document.  * Assign task for team. * Defines which functions and properties in order to meet the requirements | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Thị Cẩm Hương | | Supervisor | | huongntc2@fpt.edu.vn | | | |
| Lê Đình Thiện Vũ | | Team Leader | | vuldtse62590@fpt.edu.vn | | | |
| Phan Ánh Phúc | | Team Member | | phucpase62543@fpt.edu.vn | | | |
| Đặng Hữu Phương Nam | | Team Member | | namdhpse62167@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| * Create task sheet * UI mockup * ERD * Physical Diagram * Overview Use case * Create report 1   At the rest of the meeting, team members ask Ms Huong some questions about requirement to make it clearly. | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Report 1 | | | | | Team | | 27/05/2019 |
| Create task sheet | | | | | Team | | 27/05/2019 |
| Mock-up UI | | | | | Team | | 27/05/2019 |
| Overview system use case | | | | | Team | | 27/05/2019 |
| Document all requirements of the customer | | | | | Team | | 27/05/2019 |