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| |  |  | | --- | --- | | daihoc | meeting minuteS | | | | | | | | |
| **Project:** | | Bakery Store Online | | | **Project Code:** | BSO | |
| **Project Manager:** | | Phạm Thị Minh Phương | | | **Conductor:** | Nguyễn Văn Sang | |
| **Secretary:** |  | |
| **Date:** | | 13/09/2017 | | | **Time:** | 12:30 PM – 01:00 PM | |
| **Venue:** | | FPT University | | | | | |
| **Topic of meeting:** | | Weekly Project Meeting | | | | | |
| **Attendees:** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | **Position** | | | **Attendance** |
| 1 | Nguyễn Văn Sang | | FPT | Introductor | | | Present |
| 2 | Phạm Thị Minh Phương | | JS | PM | | | Present |
| 3 | Cao Anh Tuấn | | JS | Team Member | | | Present |
| 4 | Ngô Trung Kiên | | JS | Team Member | | | Present |
| 5 | Hoàng Anh Phương | | JS | Team Member | | | Present |
| 6 | Nguyễn Xuân Hà | | JS | Team Member | | | Present |

# Objectives

1. Review schedule of project and documents of report 1

# Agenda

1. Review schedule
2. Review project plan
3. Plan for next meeting

# Contents

1. Review schedule:
   * Change end date of project to 25/12.
   * Duration of “create prototype task” must be from 7 to 10 days to close to actual.
   * Split big tasks to smaller task and set duration in 2 phases.
   * Reduce the dependence between tasks and fix duration of tasks.
   * Add complete document milestones
   * Termination phase is too short, must be more than 8 days.
2. Review project plan:
   * Business domain of project: E-commerce.
   * Team have to create estimate file for coding phase.
   * Team have to assign who is Q/A of project.
   * Unit test case: 20 UTC/KLOC; Integration test case: 20 UTC/KLOC; System test case: 60 UTC/KLOC.
3. Plan for next meeting:
   * Team have to edit documents follow comments of supervisor.
   * Review all documents of report 1.

# Conclusion

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| **Discussed Items** | **Decisions** |
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