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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:** | | 27/09/2017 | | | **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

# Objectives

1. Review schedule of project and documents of report 1

# Agenda

1. Review CM Plan
2. Review User Requirement Specification
3. Review Introduction
4. Review Q&A sheet

# Conclusion

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