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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

1. Review report 1 and plan for report 2

# Agenda

1. Review report 1
2. Plan for report 2

# Contents

1. Review schedule:
   * Define checklist:

* table contents
* save files: xlsx, docx
* table caption

1. Plan for report 2:
   * Split team to 2 teams:

* Use case
* Database

# Conclusion

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