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| **Minutes of meetings log between team members** | | | | | |
| **Meeting#** | **Date** | **Duration** | **Name of attendees** | **Type** | **Key action agreed upon** |
| 1 | 08/6/2018 | 1 hour  (in class) | Han Li | In class, and online | Discuss about the Use Case Diagram from the Part A ‘s information before about our business |
| Fernando Martins |
| Truong Giang Nguyen |
| Gaofeng |
|  |
| 2 | 15/6/2018  -22/6/2018 | 1 hour  (in class) | Han Li | In class, and online | We talked about the priority of use cases and we have the use case and brief description done. |
| Fernando Martins |
| Truong Giang Nguyen |
| Gaofeng |
| Hojun Na |
| 3 | 29/6/2018 | 1 hour | Han Li | Through Internet | After the priorities done, we talked about Diagram and entities, we got the first draft of ERD and Class Diagram done and show to professor for feedback. |
| Fernando Martins |
| Truong Giang Nguyen |
| Gaofeng |
| Hojun Na |
| 4 | 13/7/2018 | 40 hours | Han Li | In class and through WhatsApp | We fixed some part of diagram and got everything done for submission. |
| Fernando Martins |
| Truong Giang Nguyen |
| Gaofeng |
| Hojun Na |