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| **Meeting/Project Name:** | **Website Checker System** | | | | | | |
| **Date of Meeting:** | 14/09/2018 | | **Time:** | | | 10:30 | |
| **Secretary:** | ViNTT | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Answer the questions about the requirement  Assign task for team in sprint 1 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Trương Thúy Vi | | Team Leader | | vinttse62116@fpt.edu.vn | | | |
| Lê Ngọc Trường | | Team Member | | truonglnse61777@fpt.edu.vn | | | |
| Nguyễn Đức Trịnh | | Team Member | | trinhndse62136@fpt.edu.vn | | | |
| Trần Phúc Anh | | Team Member | | anhtpse61789@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung assigns tasks for team in sprint 1, which includes:Create Product BacklogCreate Sprint BacklogUI mockupERD  * Physical Diagram  Overview Use caseCreate report 1At the rest of the meeting, team members ask Mr. Hung some questions about requirement to make it clearly. Some questions in meeting are related to:  * Right of each role | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Report 1 | | | | | Team | | 18/09/2018 |
| Create Product Backlog | | | | | Team | | 18/09/2018 |
| Create Sprint Backlog | | | | | Team | | 18/09/2018 |
| Mockup UI | | | | | Team | | 18/09/2018 |
| ERD | | | | | Team | | 18/09/2018 |
| Physical Diagram | | | | | Team | | 18/09/2018 |
| Overview UseCase | | | | | Team | | 18/09/2018 |