

<R-Pet (Team 22)>

<Discord Meeting>

Meeting No: 1

**Meeting Details**

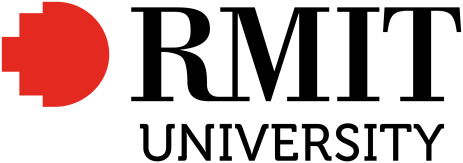
|  |  |
| --- | --- |
| **Date:** | April 16, 2022 |
| **Time:** | 09:05 PM - 09:31 PM (26 minutes) |
| **Attendees:** | Bui Nguyen Ngoc Tuan |
|  | Vo Tran Khanh Linh |
|  | Phan Quoc Thang |
|  | Nguyen Phuong Nam |
| **Apologies:** |  |
| **Copy To:** |  |

**Information / Decision**

|  |  |
| --- | --- |
| Item No. | Discussion Summary |
| 1 | Tasks dividing (briefly) |
| 2 | Confirm dates for offline meeting |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Who | By |
| 1 | Diagrams | Tuan & Thang | April 18 |
| 2 | Introduction | Linh & Nam | April 18 |



<R-Pet (Team 22)>

<Face-to-face Meeting>

Meeting No: 2

**Meeting Details**

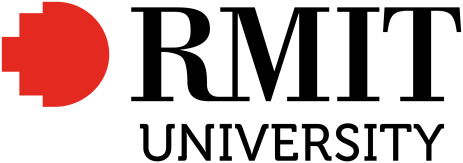
|  |  |
| --- | --- |
| **Date:** | April 18, 2022 |
| **Time:** | 10:28 AM – 02:00 PM (3 hours 22 minutes) |
| **Attendees:** | Bui Nguyen Ngoc Tuan |
|  | Vo Tran Khanh Linh |
|  | Phan Quoc Thang |
|  | Nguyen Phuong Nam |
| **Apologies:** |  |
| **Copy To:** |  |

**Information / Decision**

|  |  |
| --- | --- |
| Item No. | Discussion Summary |
| 1 | Tasks completing |
| 2 | Further discussion on the project |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Who | By |
| 1 | Use case diagram | Tuan | April 19 |
| 2 | Activity diagram | Thang | April 19 |
| 3 | Scope | Linh | April 19 |
| 4 | Purpose | Nam | April 19 |



<R-Pet (Team 22)>

<Face-to-face Meeting>

Meeting No: 3

**Meeting Details**

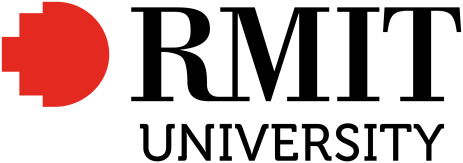
|  |  |
| --- | --- |
| **Date:** | April 19, 2022 |
| **Time:** | 10:03 AM – 01:29 PM (3 hours 26 minutes) |
| **Attendees:** | Bui Nguyen Ngoc Tuan |
|  | Vo Tran Khanh Linh |
|  | Phan Quoc Thang |
|  | Nguyen Phuong Nam |
| **Apologies:** |  |
| **Copy To:** |  |

**Information / Decision**

|  |  |
| --- | --- |
| Item No. | Discussion Summary |
| 1 | Tasks completing |
| 2 | Further discussion on the project |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Who | By |
| 1 | Use case diagram description | Tuan | April 20 |
| 2 | UPDATE: Continue finishing activity diagram | Thang | April 20 |
| 3 | Adjustments in introduction | Linh & Nam | April 20 |
| 4 | Individual use cases | All | April 21 |



<R-Pet (Team 22)>

<Meeting>

Meeting No: 4

**Meeting Details**

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Attendees:** |  |
|  |  |
|  |  |
|  |  |
| **Apologies:** |  |
| **Copy To:** |  |

**Information / Decision**

|  |  |
| --- | --- |
| Item No. | Discussion Summary |
| 1 | Agenda Item |
| 2 | Agenda Item |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Who | By |
| 1 | <enter decision/information and any action item description attached>>  **Note 1:** The ‘Who’ must be someone present at or an apology for the meeting. If the item is to be actioned by neither of these, then someone in the meeting need be responsible for the action  **Note 2:** The numbering system is the number of the meeting followed by the action number. That way there is a record of which meeting the action was allocated.  **Note 3:** The action will be followed by an UPDATE: if it carries over a number of meetings | Who will complete | End date |
| 2 |  |  |  |
|  |  |  |  |