

<R-Pet (Team 22)>

<Discord Meeting>

Meeting No: 1

**Meeting Details**

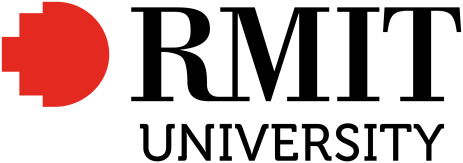
|  |  |
| --- | --- |
| **Date:** | April 16, 2022 |
| **Time:** | 09:05 PM - 09:31 PM (26 minutes) |
| **Attendees:** | Bui Nguyen Ngoc Tuan |
|  | Vo Tran Khanh Linh |
|  | Phan Quoc Thang |
|  | Nguyen Phuong Nam |
| **Apologies:** |  |
| **Copy To:** |  |

**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**

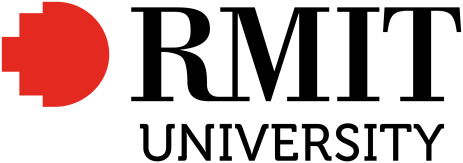
|  |  |
| --- | --- |
| **Date:** | April 18, 2022 |
| **Time:** | 10:28 AM – 02:00 PM (3 hours 22 minutes) |
| **Attendees:** | Bui Nguyen Ngoc Tuan |
|  | Vo Tran Khanh Linh |
|  | Phan Quoc Thang |
|  | Nguyen Phuong Nam |
| **Apologies:** |  |
| **Copy To:** |  |

**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**

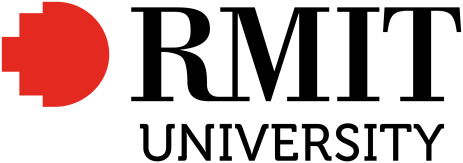
|  |  |
| --- | --- |
| **Date:** | April 19, 2022 |
| **Time:** | 10:03 AM – 01:29 PM (3 hours 26 minutes) |
| **Attendees:** | Bui Nguyen Ngoc Tuan |
|  | Vo Tran Khanh Linh |
|  | Phan Quoc Thang |
|  | Nguyen Phuong Nam |
| **Apologies:** |  |
| **Copy To:** |  |

**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)>

<Face-to-face Meeting>

Meeting No: 4

**Meeting Details**

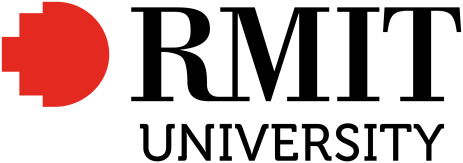
|  |  |
| --- | --- |
| **Date:** | April 20, 2022 |
| **Time:** | 10:51 AM – 01:46 PM (2 hours 55 minutes) |
| **Attendees:** | Bui Nguyen Ngoc Tuan |
|  | Vo Tran Khanh Linh |
|  | Phan Quoc Thang |
|  | Nguyen Phuong Nam |
| **Apologies:** |  |
| **Copy To:** |  |

**Information / Decision**

|  |  |
| --- | --- |
| Item No. | Discussion Summary |
| 1 | Change contents of use case diagram (according to lecturer’s notes) |
| 2 | Change contents of activity diagram (according to lecturer’s notes) |
| 3 | Continue working on individual use cases |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Who | By |
| 1 | Change contents of use case diagram | Tuan | April 21 |
| 2 | Change contents of activity diagram | Thang | April 21 |
| 3 | Individual use cases | All | April 21 |



<R-Pet (Team 22)>

<Messenger Meeting>

Meeting No: 5

**Meeting Details**

|  |  |
| --- | --- |
| **Date:** | April 23, 2022 |
| **Time:** | 02:04 PM – 02:16 PM (12 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 | Finalize contents of the report |
| 2 | Clarify and correct mistakes |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Who | By |
| 1 | Finalize contents and report final check up | Tuan | April 24 |
| 2 | Clarify and correct mistakes | All | April 23 |