

Meeting/Project Name:	Construction Contractor Portal		
Date of Meeting:	18/01/2019	Time:	15:00
Secretary:	NghiaLQ	Location:	Room 107 FPT University
1. Meeting Objective			
<ul style="list-style-type: none"><li>Review task in sprint 2:Overview Usecase Diagram, Conceptual Diagram, Business Flow Chart, UI Mockup for mobile app , Code Foundation</li><li>Assign task for sprint 2 's ending phase</li></ul>			
2. List of Attendees			
Name	Department/Division	E-mail	
Nguyễn Phan Quang Nhật	Supervisor	nhat.nguyen@saigontechnology.com	
Lưu Quang Nghĩa	Team Leader	nghialqse130768@fpt.edu.vn	
Trương Tổ Kiệt	Team Member	kietttse62520@fpt.edu.vn	
Trần Công Minh	Team Member	minhtcse62545@fpt.edu.vn	
Lê Hoàng Nam	Team Member	namlhse130765@fpt.edu.vn	
3. Content			
<p>Mr.Nhat review what the team have done in sprint 2, which includes:</p> <ul style="list-style-type: none"><li>Overview Usecase Diagram</li><li>Conceptual Diagram</li><li>Business Flow Chart</li><li>UI Mockup for mobile app</li><li>Code Foundation</li></ul> <p>Mr.Nhat assigns tasks for team:</p> <ul style="list-style-type: none"><li>Fix small errors in Usecase Diagram</li><li>Fix small errors in Conceptual Diagram</li><li>Fix small errors in Business Flow Chart</li><li>Complete UI mockup for mobile app</li><li>Make UI wireframe for admin web application</li><li>Make Usecase Details for document</li><li>Refine ERD physical diagram based on conceptual diagram</li><li>Report 2</li></ul>			
4. Action Items			
Action		Owner	Due Date
Fix small errors in Usecase Diagram		Team	21/01/2019

Fix small errors in Conceptual Diagram	Team	21/01/2019
Fix small errors in Business Flow Chart	Team	21/01/2019
Complete UI mockup for mobile app	Team	21/01/2019
Make UI wireframe for admin web applicatio	Team	21/01/2019
Make Usecase Details for document	Team	21/01/2019
Refine ERD physical diagram based on conceptual diagram	Team	21/01/2019
Report 2	Team	21/01/2019