

Meeting/Project Name:	Construction Contractor Portal		
Date of Meeting:	07/01/2019	Time:	15:00
Secretary:	NghiaLQ	Location:	FPT Univesity
1. Meeting Objective			
<ul style="list-style-type: none">Brief team introductionGeneral teamworking rulesProject requirement explanationAssign tasks for sprint 1			
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			
Brief introduction between team members. Mr.Nhat explain details about the project’s requirement. Team members ask Mr.Nhat some questions about the requirement, includes: <ul style="list-style-type: none">Business flowProject scopeTechnology suggestion for the system Make general decisions about teamwork, communication, future meeting arrangement Assign tasks for sprint 1, which include: <ul style="list-style-type: none">Project plan with features list			
4. Action Items			
Action		Owner	Due Date
Project plan with feature list		Team	11/01/2019