**Meeting minutes**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1 | 07/11/2013 | Le Ngoc Chau | Create document |

Table 1: Revision history

# **Introduction**

|  |  |
| --- | --- |
| Date | 07/11/2013 |
| Time | 1:20 PM – 2:30 PM |
| Writer | Le Ngoc Chau |

Table 2: Introduction

# **Purpose**

* Definition role of team members
* Divide research about Scrum model and spring core
* Definition processes management
* Setting time for team meeting and team work

# **Participants**

| *Name* | *Department/ Division* | *E-mail* | *Phone* |
| --- | --- | --- | --- |
| Le Ngoc Chau | Team Member | [lengocchau1703@gmail.com](mailto:lengocchau1703@gmail.com) | (+84) 975292811  (+84) 936342276 |
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| Huynh Trong Khang | Team Member | [khanghuynh92@gmail.com](mailto:khanghuynh92@gmail.com) | (+84) 1222947386 |
| Ta Ngoc Thien Phu | Team Member | [thienphuta1907@gmail.com](mailto:thienphuta1907@gmail.com) | (+84) 1283359777 |

Table 3: Participants

# **Reference**

# **Meeting content**

1. Intro new member: Nguyen Phan Xuan Huy
2. Divide role for members:
   1. Project manager: Ngo Quang Huy
   2. Requirement lead: Huynh Trong Khang
   3. Architect lead: Ta Ngoc Thien Phu
   4. Code lear: Khau Thanh Dao
   5. Test lead: Nguyen Phan Xuan Huy
3. Divide research about Scrum and spring core
   1. Research about Scrum model: all team member
   2. Research about spring core: Khau Thanh Dao and Nguyen Phan Xuan Huy
4. Definition processes management
   1. Risk management: Ngo Quang Huy
   2. Communication plan: Le Ngoc Chau
   3. Team charter: Le Ngoc Chau
   4. Configuration management: Ta Ngoc Thien Phu
   5. Measurement management: Huynh Trong Khang
5. Setting time for team meeting and team work
6. All team work at school from Monday to Friday in 3 hours a day (from 1 p.m to 4 p.m)

# **Issues**

| *ID / #* | *Issue/Action* | *Assigned to* | *Due Date* | *Status* |
| --- | --- | --- | --- | --- |
| 1 | Research about Scrum model | All team member |  |  |
| 2 | Research about spring core | Khau Thanh Dao + Nguyen Phan Xuan Huy |  |  |
| 3 | Risk management | Ngo Quang Huy |  |  |
| 4 | Communication plan | Le Ngoc Chau |  |  |
| 5 | Team charter | Le Ngoc Chau |  |  |
| 6 | Configuration management | Ta Ngoc Thien Phu |  |  |
| 7 | Measurement management | Huynh Trong Khang |  |  |

Table 4: Issues

# **Next meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  8/11/2013 | **Subject:**  Kick off meeting with mentor  Meeting with customer | **Time:**  2:00 PM | **Location:**  704A |
| **Meeting Minutes taker** | Le Ngoc Chau | | |

Table 5: Next meeting