**Meeting minutes**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1 | 21/11/2013 | Ta Ngoc Thien Phu | Create document |

Table 1: Revision history

# **Introduction**

|  |  |
| --- | --- |
| Date | 21/11/2013 |
| Time | 9:00 AM – 10:10 AM |
| Writer | Ta Ngoc Thien Phu |

Table 2: Introduction

# **Purpose**

* Present Requirement Plan, Team Process, Master Plan to Mentor
* Report issue that team are meeting in this week
* Plan for next week

# **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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| Ta Ngoc Thien Phu | Team Member | [thienphuta1907@gmail.com](mailto:thienphuta1907@gmail.com) | (+84) 1283359777 |

Table 3: Participants

# **Reference**

* AS\_PM\_Deadline Team Process.doxc
* AS\_PM\_Requirement Plan.docx
* AS\_PM\_Architecture Plan.docx
* Master Plan.xlsx

# **Meeting content**

1. Requirement plan

* Mentor unified requirement plan and requirement schedule.
* Comment:
  + Need to define role and responsibility clearly and map to ACDM

1. Architecture plan and Admission system development process

* Comment:
  + Need define input and output of each step clearly.
  + Need re- define document that has to have in each step.
  + Need to show the mapping between ACDM and Scrum model more clearly

1. Admission system development process
2. Master plan

* Mentor unified the master plan
* Comment:
* Need update master plan based on current process

# **Issues**

| *ID / #* | *Issue/Action* | *Assigned to* | *Due Date* | *Status* |
| --- | --- | --- | --- | --- |
| 1 | * Update admission system development process * Research role: Chief Architect and Stage 3 of ACDM | Ta Ngoc Thien Phu | 21/11/2013 |  |
| 2 | Research role: RE and Stage 1+2 of ACDM | Huynh Trong Khang | 21/11/2013 |  |
| 3 | Research Support Engineer role and Stage 6 of ACDM | Le Ngoc Chau | 21/11/2013 |  |
| 4 | Research role: Chief Scientist and Stage 4 of ACDM | Khau Thanh Dao | 21/11/2013 |  |
| 5 | Research role: Managing Engineer and Product Engineer and Stage 7+8 of ACDM | Ngo Quang Huy | 21/11/2013 |  |
| 6 | Research role: Quality Process Engineer and Stage 5 of ACDM | Nguyen Phan Xuan Huy | 21/11/2013 |  |

Table 4: Issues

# **Next meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  21/11/2013 | **Subject:**  Team meeting | **Time:**  3:00 PM | **Location:**  Floor 7th IT department -VLU |
| **Meeting Minutes taker** | Ta Ngoc Thien Phu | | |

Table 5: Next meeting