**Meeting minutes**

Admission system

# **Content**

[**Content** 1](#_Toc388342888)

[**List of table** 2](#_Toc388342889)

[**Revision** 3](#_Toc388342890)

[**1.** **Introduction** 4](#_Toc388342891)

[**2.** **Purpose** 5](#_Toc388342892)

[**3.** **Participants** 6](#_Toc388342893)

[**4.** **Reference** 7](#_Toc388342894)

[**5.** **Meeting content** 8](#_Toc388342895)

[**6.** **Issues** 9](#_Toc388342896)

[**6** **Next meeting** 10](#_Toc388342897)

# **List of table**

[Table 1: Revision history 3](#_Toc388275234)

[Table 2: Introduction 4](#_Toc388275235)

[Table 3: Participants 6](#_Toc388275236)

[Table 4: Issues 9](#_Toc388275237)

[Table 5: Next meeting 10](#_Toc388275238)

# **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 | 3:00 PM – 5:10 PM |
| Writer | Ta Ngoc Thien Phu |

Table 2: Introduction

# **Purpose**

* Report research result about ACDM
* Divide task of Scrum

# **Participants**

| *Name* | *Department/ Division* | *E-mail* | *Phone* |
| --- | --- | --- | --- |
| Le Ngoc Chau | Team Member | [lengocchau1703@gmail.com](mailto:lengocchau1703@gmail.com) | (+84) 975292811  (+84) 936342276 |
| Khau Thanh Dao | Team Member | [daokhau1@gmail.com](mailto:daokhau1@gmail.com) | (+84) 1647135244 |
| Ngo Quang Huy | Scrum Master | [huyngo233@gmail.com](mailto:huyngo233@gmail.com) | (+84) 936702601 |
| Nguyen Phan Xuan Huy | Team Member | [nguyenphanxuanhuy@gmail.com](mailto:nguyenphanxuanhuy@gmail.com) | (+84) 933909698 |
| 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**

* ACDM.xlsx

# **Meeting content**

1. Report research result about ACDM

* All team unified all roles and stage in ACDM.

1. Divide task of Scrum

* Ta Ngoc Thien Phu researchs:
* How to mapping Scrum and ACDM?
* How to mapping role of Scrum and role of ACDM?
* Ngo Quang Huy researchs:
  + What will team do in each steps of Scrum?
* Khau Thanh Dao researchs:
  + What is tool in Scrum that team will use?
  + How to control each phase of Scrum?
* Huynh Trong Khang researchs:
  + Role of Scrum
* Nguyen Phan Xuan Huy researchs:
  + What the document that each role of Scrum will define?
* Le Ngoc Chau researchs:
  + What is daily meeting?
  + What is daily meeting document? How to write it?
  + How to validate in the end at each phase?

# **Issues**

| *ID / #* | *Issue/Action* | *Assigned to* | *Due Date* | *Status* |
| --- | --- | --- | --- | --- |
| 1 | Define Test Plan document | Nguyen Phan Xuan Huy | 22/11/2013 |  |
| 2 | Research Scrum model | All team | 22/11/2013 |  |

Table 4: Issues

# **Next meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  22/11/2013 | **Subject:**  Team meeting | **Time:**  1:30 PM | **Location:**  Floor 7th IT department -VLU |
| **Meeting Minutes taker** | Ta Ngoc Thien Phu | | |

Table 5: Next meeting