**Meeting minutes**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1 | 22/11/2013 | Ta Ngoc Thien Phu | Create document |

Table 1: Revision history

# **Introduction**

|  |  |
| --- | --- |
| Date | 22/11/2013 |
| Time | 1:30 PM – 3:00 PM |
| Writer | Ta Ngoc Thien Phu |

Table 2: Introduction

# **Purpose**

* Discuss about Scrum model
* Divide work to each members

# **Participants**

| *Name* | *Department/ Division* | *E-mail* | *Phone* |
| --- | --- | --- | --- |
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Table 3: Participants

# **Reference**

* AS\_PM\_Deadline Team Process.doxc

# **Meeting content**

1. Discuss about Scrum model

* All team unified Scrum model, Product backlog template, sprint backlog template
* Comment:
* *How map ACDM to Scrum?*

Stage 1 and Stage 2 of ACDM will use during Product Owner collect data and create Product Backlog

Stage 3, 4, 5, 6 will do before Sprint Planning Meeting

Stage 7 is Sprint Planning Meeting

Stage 8 implement Sprint

* *What kind documents that have in Scrum model?*
* Product Backlog
* Sprint Backlog
* Meeting Minutes of 4 kind meetings:
  + Planning Meeting
  + Daily Meeting
  + Sprint Review Meeting
  + Retrospective Meeting
* Detail design
* *What kind documents that have in ACDM?*
* Architecture driver specification
* Architecture design
* *What kind documents that team are going do it in Admission System Project?*
* Product Backlog
* Sprint Backlog
* Meeting Minutes of 4 kind meetings: Planning Meeting, Daily Meeting, Sprint Review Meeting, Retrospective Meeting
* Architecture driver specification
* Architecture design
* Detail design
* Test document
* User Guide

# **Issues**

| *ID / #* | *Issue/Action* | *Assigned to* | *Due Date* | *Status* |
| --- | --- | --- | --- | --- |
| 1 | Update Deadline team process document and Architecture Plan document | Ta Ngoc Thien Phu | 23/11/2013 |  |
| 2 | Drawing Scrum model mapping with ACDM | Ta Ngoc Thien Phu  Ngo Quang Huy | 23/11/2013 |  |
| 3 | Update test plan | Nguyen Phan Xuan Huy  Ngo Quang Huy | 23/11/2013 |  |

Table 4: Issues

# **Next meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  23/11/2013 | **Subject:**  Team meeting | **Time:**  1:30 PM | **Location:**  Floor 7th IT department -VLU |
| **Meeting Minutes taker** | Ta Ngoc Thien Phu | | |

Table 5: Next meeting