**Meeting minutes**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1 | 23/11/2013 | Ta Ngoc Thien Phu | Create document |

Table 1: Revision history

# **Introduction**

|  |  |
| --- | --- |
| Date | 23/11/2013 |
| Time | 1:30 PM – 3:00 PM |
| Writer | Ta Ngoc Thien Phu |

Table 2: Introduction

# **Purpose**

* Discuss Scrum Model
* Divide task about Scrum continuous

# **Participants**

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

# **Reference**

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

# **Meeting content**

1. Discuss Scrum Model
   1. Team discuss about Scrum that drawing IDEF0 and improve Scrum Model using ACDM
   2. Chau talk about detail of each phase in Scrum and relation document of each phase
   3. Huy Nguyen present test plan document
   4. Chau published point evaluation of members and show common comment about members
2. Divide task about Scrum continuous
   1. Chau show description process template that descript process of each phase ACDM
   2. Chau re- draw Scrum Model using IDEF0
   3. Chau define process in Stage 6 and description it
   4. Dao define process in Stage 5 and description it
   5. Huy Ngo define process in Stage 7+8 and description it
   6. Huy Nguyen define process in Stage 4 and description it
   7. Khang define process in Stage 1+2 and description it
3. Phu define process in Stage 3 and description it

# **Issues**

| *ID / #* | *Issue/Action* | *Assigned to* | *Due Date* | *Status* |
| --- | --- | --- | --- | --- |
| 1 | Define description phase in ACDM | All team | 24.11.2013 |  |
| 2 | Sum description phase in ACDM to Architecture Plan document  Update Architecture Plan document | Phu Ta | 24.11.2013 |  |
| 3 | Re-Draw Scrum Model using IDEF0 | Chau Le | 24.11.2013 |  |

Table 4: Issues

# **Next meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  26/11/2013 | **Subject:**  Meeting with customer | **Time:**  9:00 AM | **Location:**  503B |
| **Meeting Minutes taker** | Ta Ngoc Thien Phu | | |

Table 5: Next meeting