**Meeting minutes**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1 | 27/11/2013 | Ta Ngoc Thien Phu | Create document |

Table 1: Revision history

# **Introduction**

|  |  |
| --- | --- |
| Date | 27/11/2013 |
| Time | 1:30 PM – 2:45 PM |
| Writer | Ta Ngoc Thien Phu |

Table 2: Introduction

# **Purpose**

* Divide task in RE phase

# **Participants**

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

# **Reference**

# **Meeting content**

Divide task in RE phase

Phu and Huy Ngo will research and brainstorming question for module Question and Answer

Khang and Dao will research and brainstorming question for module Catalogs

Chau and Huy Nguyen will research and brainstorming question for module News

All members will give question base on 4 template that Khang was commit on SVN

# **Issues**

| *ID / #* | *Issue/Action* | *Assigned to* | *Due Date* | *Status* |
| --- | --- | --- | --- | --- |
| 1 | Give question for each module | All team | 27.11.2013 |  |
| 2 |  |  |  |  |

Table 4: Issues

# **Next meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Subject:** | **Time:** | **Location:** |
| **Meeting Minutes taker** |  | | |

Table 5: Next meeting