**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 | 3:00 PM – 4:30 PM |
| Writer | Ta Ngoc Thien Phu |

Table 2: Introduction

# **Purpose**

Meeting with Mentor:

* Report team process
* Report all project management plan document

# **Participants**

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

# **Reference**

# **Meeting content**

**Meeting with Mentor:**

* Report team process

Chau present team process that have use ACDM. This process has any problem: Will we do ACDM are parallel executed Scrum? Is ACDM support component? or Is component in process?

Mentor required customize process that have ACDM, mix collect product backlog phase of Scrum and ACDM

Define detail design and testing phase in Sprint

Define design lead and test lead role if process that is customize have detail design and testing phase

Mapping role ACDM and Scrum

* Report all project management plan document

Dao present Chang management document. Mentor required clearly define what is change request? And what is addition changes? When is it happen?

Present Risk management document, How to define risk and who is resole risk?

Mentor required re-send risk document and determine to probability that risk will happen and affective of risk

Create drop-box and save document that team have to completed

Phu present Configuration Management, include how to name file in each phase and introduce tool that team use manage all document, this is SVN. And code standard will update after training about technical

Khang present Measurement document, measurement is executed by GQM methods and result will update to SVN

Offer solutions if measurement results are not good

Schedule and Productivity is measure every week

Daily report need re-define how many day it will be report? Because time work team only 5 hours, it difficult to report

Khang present RE plan, team will use 4 template that is updated on SVN, include: functional, business, technical, quality attribute to get requirement from customer. Present work of each role in RE phase. Team need clear role that is different RE is how to support in this phase: Example: CS support about technical

Phu present Architecture Plan, include description of each stage in ACDM, and detail work of each role in each stage. In stage 4, what is method that use evaluate architecture design.

Stage 6 will discuss execute this or no before come to stage 6

Huy Nguyen present Test plan, introduce any template for test

* At the end, Mentor guide mapping ACDM and Scrum, customize process and define new role if necessary and update document that have any issue.

# **Issues**

| *ID / #* | *Issue/Action* | *Assigned to* | *Due Date* | *Status* |
| --- | --- | --- | --- | --- |
| 1 | Updated Process | All team | 27.11.2013 |  |
| 2 | Update test plan | Huy Nguyen | 27.11.2013 |  |
| 3 | Update risk management | Huy Ngo | 27.11.2013 |  |
| 4 | Prepare question for RE phase | All team | 27.11.2013 |  |

Table 4: Issues

# **Next meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  26/11/2013 | **Subject:**  Meeting with customer | **Time:**  1:30 PM | **Location:**  704A |
| **Meeting Minutes taker** | Ta Ngoc Thien Phu | | |

Table 5: Next meeting