**Meeting minutes**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1 | 19/11/2013 | Ta Ngoc Thien Phu | Create document |

Table 1: Revision history

# **Introduction**

|  |  |
| --- | --- |
| Date | 19/11/2013 |
| Time | 1:30 PM – 2:30 PM |
| Writer | Ta Ngoc Thien Phu |

Table 2: Introduction

# **Purpose**

* Present Change management
* Present Test management
* Present Deadline Team process
* Review time log

# **Participants**

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

# **Reference**

* AS\_PM\_ChangeManagementPlan.doxc
* TestDocument.doxc

# **Meeting content**

1. Change management plan

* Comment:
  + Change process isn’t clearly that analyze the impact of change and transform CCB
  + Khau Thanh Dao should re- design process and assigned role and define responsibility.

1. Test management plan

* All team unified test case template
* Comment:
  + Need to description all step in test process clearly and define schedule for test plan

1. Admission system development process

* All team unified role and responsibility in ACDM and Scrum model
* Comment:
  + Need to define architecture plan and admission system development process document.

1. Review timelog

* All team unified some error of member’s timelog and some changes in new template to manage time effort of team member easily.

# **Issues**

| *ID / #* | *Issue/Action* | *Assigned to* | *Due Date* | *Status* |
| --- | --- | --- | --- | --- |
| 1 | * Define architecture plan document * Admission system development process document | Ta Ngoc Thien Phu  Ngo Quang Huy | 20/11/2013 |  |
| 2 | Update change management plan | Khau Thanh Dao | 20/11/2013 |  |
| 3 | Update test plan | Nguyen Phan Xuan Huy | 20/11/2013 |  |

Table 4: Issues

# **Next meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  20/11/2013 | **Subject:**  Team meeting | **Time:**  1:30 PM | **Location:**  701C |
| **Meeting Minutes taker** | Ta Ngoc Thien Phu | | |

Table 5: Next meeting