**TEAM MEETING**

**MEETING DETAIL**

|  |  |
| --- | --- |
| PROJECT | DMS - DEFECT MANAGEMENT |
| DATE | 29/03/2022 |
| TIME | 10:30 – 11-10 |
| LOCATION | A102A |
| WRITTEN | Bùi Duy Thanh |
| ATTENDEES | 1. Nguyễn Thành Đức Trí  2. Bùi Duy Thanh  3. Nguyễn Văn Nhật  4. Trần Bảo Tín |
| SENT TO | All under attendees |

**MEETING NOTES**

* Today's meeting to assign work to each member of the test case writing team, the time limit for writing test cases is two weeks.
* Đức Trí will be the one to assign the work
* Each member's goal is at least 100 test cases
* The next Tuesday morning, the group will have a meeting to review the work progress, ensuring all members complete the deadline.
* Please see action plan for details of each member's work

**ACTION PLAN**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **ASIGNED TO** | **DUE DATE** |
| Defect View Or Edit | Nguyễn Thành Đức Trí | 11/04/2022 |
| Add Defect  Attachment | Bùi Duy Thanh | 11/04/2022 |
| Defect List | Nguyễn Văn Nhật | 11/04/2022 |
| Bath Update Dafect  Export Defect | Trần Bảo Tín | 11/04/2022 |

**NEXT METTING**

TIME: 10:30

DATE: 05/04/2022