

MEETING MINUTES No.2

MEETING TITLE

Project Foodaholic

Date 3/June/2021

Location One meeting on Google Meet (due to Corona)

Time 2:00 PM - 4:30 PM

Participants Nguyen Son Tung (Chairperson)
Tran Thanh Duong
Pham Viet Thuan Thien
Nguyen Tan Loc

Note No absent
All targets achieved
Secretary - Nguyen Tan Loc

DISCUSSION TOPICS

Choose the coding platform and specify roles

ACTIVITIES

Part 1: Pick the Platform

Discussion conversation:

- Tung: suggested using user-supportive platforms such as Wix.
- Duong: disagreed with Tung's suggestion and gave supportive reasons.
- Duong: demonstrated his previous web project using Blogger as backbone
- Thien and Loc: started to analyze the project and gave rational scenes for each suggested platform if chosen.
- Tung: asked Duong to provide more details about how Blogger mechanism operates.
- Everybody: agreed on choosing Blogger after Duong had had a brief presentation about Blogger.

Decision:

- Blogger was officially chosen as the platform and Tung asked everyone to keep in mind that this was agreed by the whole group.

PART 2: Discuss about web content and consider Corona**Discussion conversation:**

- Tung: told everyone to give ideas on how to create page content during the Corona outbreak.
- Loc: suggested to delay posting content until the Corona outbreak is over.
- Thien: said that the content should not be delayed for too long as Corona would not be over in a specific time period. He suggested using Grab and Foody content as temporary.
- Tung: agreed with Thien's idea and in addition talked briefly about the criteria to choose the vendor.
- Duong: said he would not be able to participate much in the content but he can contribute to build the full web page.

Decision:

- Everyone agreed to use Grab and Foody content temporarily.

Part 3: Task delegation**Discussion conversation:**

- Duong: volunteered to build the website's structure as he knew Blogger very well.
- Tung: agreed with Duong and assigned Loc as Duong supporter in building the blog.
- Thien: asked if he could run the campaign on Facebook as well as be responsible for vendors which have Beverage tags.
- Loc: said he could do more work and volunteered to support Tung in UI/UX design role.
- Tung: confirmed everyone's jobs and made a note in the Main progress Sheet.

Decision:

- Duong will be responsible for design web backend, Tung focuses on UI/UX, page content, Thien will make a Facebook campaign and Loc will support everyone as well as make daily reports to update project progress.
- The whole team assigned their short term tasks on the Main progress Sheet before 6/June/2021.
- Duong will suggest template and team will vote in the next meeting

REMINDER FOR NEXT MEETING

13/June/2021 the next meeting will be held and the team will decide the template as well as demonstrate what they did.