

Event zone

MEETING MINUTES 2

**Project code: EZ**

**Document code: EZ\_MeetingMinutes\_2**

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| Project Name | Event Zone | Project Code | EZ |
| Project Manager | VuPT | Secretary | HaNS |
| Date | 18/09/2015 | Time | 11h00 |
| Venue | Room 103 Lecture Hall, FPT University, Hoa Lac, Ha Noi | | |
| Subject | Report about work and update requirement | | |

Attendees

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| --- | --- | --- | --- |
| No | Name | Position | Attendance |
| 1 | Mr Tran Binh Duong | Supervisor |  |
| 2 | Phan Thanh Vu | Project Manager |  |
| 3 | Nguyen Sen Ha | Team Member |  |
| 4 | Nguyen Ngoc Duong | Team Member |  |
| 5 | Duong Thi Lan Anh | Team Member |  |
| 6 | Nguyen Van Cuong | Team Member |  |
| 7 | Nguyen Thi Chuong | Team Member |  |

AGENDA

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| 1. Review Project Introduction 2. Q&A About Project Plan 3. Demo API functions 4. Review Use Case 5. Review Database |

CONTENT

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| 1. Review Introduction  * Grammar errors * Good content layout * Statistics are not logically sequence, information isn’t enough, can’t prove the statements.   + For Example: The graph showing figures in India, but it needs more related markets as South East Asia, or more Asean countries   + Rebuild information from graph and existed online referenced reports   + Graphs don’t contribute enough to prove the statements * Comparing between existed system:   + Functions and features   + Remove non-functional attributes in the table   + Add existed use case: Chat, comment, like..   + Remember the advantages for user: Interactions, contribution to event.. * Disadvantages of send private link: Need to sign in to interact   + Reconsider invitation   + How to manage user   + Solution: Cookies?  1. Q&A about Project Plan  * Assumption and Constraint:   + Assumption: hypothetical content: server, budget,..   + Constraint: conditions need to be met of the project * Specific Object:   + Goals of function, deadline.. : User requirement   + For example How many functions will be done. * Expected manhour, scheduled manhour, actual manhour * Project tailoring: Process Approach Change Management (Optional) * The need of using 2/3 Use Case Point, Function Point, WBS   + Use WBS Only * Security Surface: removed * Product Integration: How to combine components * Fsoft Interface -> School Interface  1. Demo  * Demo create live events on Youtube * Need to do more about demo  1. Review use case:  * Define which is mandatory, which is recommended, which is optional * Report change to Violation Report for better understanding  1. Review database  * Shortage of link between table. |

CONCLUSION

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| 1. Introduction, use case and database are reviewed 2. Assign work: Project Plan (20/9/2015), Demo, Update Use Case and Database |