

Event zone

MEETING MINUTES 3

**Project code: EZ**

**Document code: EZ\_MeetingMinutes\_3**

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| Project Name | Event Zone | Project Code | EZ |
| Project Manager | VuPT | Secretary | HaNS |
| Date | 25/09/2015 | 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. Demo Youtube Function 2. Review Project Introduction 3. Review Project Plan 4. Review Software Requirements Specification |

CONTENT

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| 1. Demo Youtube Function  * Problem with university’s bandwidth * Android doesn’t have applications for streaming on Youtube * iOS has a applications for streaming on Youtube but not free. * Test with video capture camera is required.  1. Review Project Introduction  * Background: Need to arrange ideas and sentences to highlight the reasons for choosing Live Streaming  1. Review Project Plan  * Make 2 version: English version and Japanese (only title) version * <>: Mandatory, []: Optional * In Scope: Doesn’t need to explain details for each function. * Format Error * Some name in risks aren’t right. * Review Defect Strategy, Number of Defects, Manhours calculating and Project Team * Work Breakdown Structure:   + Reallocate Time   + Remove Resource “Team”   + Reallocate Team Member  1. Software Requirements Specifications  * Exceptions aren’t clearly defined * If rows are empty, delete them |

CONCLUSION

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| 1. Introduction are reviewed and finished 2. Project Plan and Software Requirements Specifications are reviewed 3. Assign work in next week: Demo, SRS, Project Plan |