### Meeting 6/5/2011

**Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | Requirement Brainstorming | **Date** | 13/05/2011 |
| **Facilitator** | Detech Building | **Time** | 15:00 – 16:00 |
| **Location** | 8 - Ton That Thuyet Street, Cau Giay District | **Scribe** | DangTH |
| **Attendees** | SangNV (Supervisor), ), LinhNAN (Team Lead), VuND, QuanTV, HieuNX, DangTH | | |
| **Absent** |  | | |

| **Key Points Discussed** | | |
| --- | --- | --- |
| No. | Topic | Highlights |
| 1 | Review idea | Discuss about what we have to do in this project |
| 2 | Process | Discuss about what process team must follow |

| **Action Plan** | | | |
| --- | --- | --- | --- |
| No. | Action Item(s) | Owner | Target Date |
| 1 | Research about Technical and Business | All members | 13/5 |

### Kickoff Meeting 6/5/2011

**Meeting Minutes**

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| --- | --- | --- | --- |
| **Subject** | Kickoff Meeting | **Date** | 06/05/2011 |
| **Facilitator** | Duck Grill Restaurant | **Time** | 18:00 – 21:00 |
| **Location** | Cau Giay Str. | **Scribe** | VuND |
| **Attendees** | DungHA (Supervisor), LinhNAN (Team Lead), VuND, QuanTV, HieuNX, DangTH | | |
| **Absent** |  | | |

| **Key Points Discussed** | | |
| --- | --- | --- |
| No. | Topic | Highlights |
| 1. | Team member introduction | Introduce all members of team to supervisor |
| 2. | Project introduction | Introduce briefly about the project |
| 3. | Kick-off Party | Make all team member closer |

| **Action Plan** | | | |
| --- | --- | --- | --- |
| No. | Action Item(s) | Owner | Target Date |
| 1. | Writing Report 1: Introduction | VuND + LinhNAN + QuanTV | 8/5 |

### Meeting 7/5/2011

**Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | Requirement Brainstorming | **Date** | 07/05/2011 |
| **Facilitator** | Detech Building | **Time** | 9:00 – 11:00 |
| **Location** | 8 - Ton That Thuyet Street, Cau Giay District | **Scribe** | VuND |
| **Attendees** | TrungTT (Supervisor), DungHA(Supervisor), LinhNAN (Team Lead), VuND, QuanTV, HieuNX, DangTH | | |
| **Absent** |  | | |

| **Key Points Discussed** | | |
| --- | --- | --- |
| No. | Topic | Highlights |
| 1 | How to make a good thesis | Discuss about what thesis is and the different between thesis and report |
| 2 | Report 1 | Discuss about what report 1 must have |

| **Action Plan** | | | |
| --- | --- | --- | --- |
| No. | Action Item(s) | Owner | Target Date |
| 1 | Writing report 1 | VuND , LinhNAN, Quan TV | 8/5 |

### Meeting 13/5/2011

**Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | Requirement Brainstorming | **Date** | 13/05/2011 |
| **Facilitator** | Detech Building | **Time** | 18:00 – 19:00 |
| **Location** | 8 - Ton That Thuyet Street, Cau Giay District | **Scribe** | DangTH |
| **Attendees** | SangNV (Supervisor), ), LinhNAN (Team Lead), VuND, QuanTV, HieuNX, DangTH | | |
| **Absent** |  | | |

| **Key Points Discussed** | | |
| --- | --- | --- |
| No. | Topic | Highlights |
| 1 | Toll Management information | Discuss about what kind of information a Toll Management should have |
| 2 | System Functions | Discuss about what function the system should have |
| 3 | Process | Unify the process team must follow |

| **Action Plan** | | | |
| --- | --- | --- | --- |
| No. | Action Item(s) | Owner | Target Date |
| 1 | Research about Technical and Business | All members | 20/5 |

### Meeting 18/5/2011

**Meeting Minutes**

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| --- | --- | --- | --- |
| **Subject** | Requirement Brainstorming | **Date** | 18/05/2011 |
| **Facilitator** | Detech Building | **Time** | 17:30 – 18:30 |
| **Location** | 8 - Ton That Thuyet Street, Cau Giay District | **Scribe** | VuND |
| **Attendees** | DungHA (Supervisor), TrungTT (Supervisor), LinhNAN (Team Lead), VuND, QuanTV, HieuNX, DangTH | | |
| **Absent** |  | | |

| **Key Points Discussed** | | |
| --- | --- | --- |
| No. | Topic | Highlights |
| 1 | Review and Comment Report 1 | Discuss about what report 1 lacks and comment for doing report 2 better |
| 2 | Report 2 Orientation | Discuss about what Report 2 should have |

| **Action Plan** | | | |
| --- | --- | --- | --- |
| No. | Action Item(s) | Owner | Target Date |
| 1 | Writing report 2 | VuND , LinhNAN, Quan TV | 21/5 |