**DUY TAN UNIVERSITY SOCIALIST REPUBLIC OF VIETNAM**

**INTERNATIONAL SHOOL INDEPENDENT - FREEDOM - HAPPINESS**

**GROUP MEETING**

**No. 001** DTU, 31*st* August 2012

1. **Time and location:**

* Begin: 16:00 Day: 31 Month: 8 Year: 2012
* Location: K7/25 Quang Trung street, Danang.

1. **Members:**
2. Nguyen Quang Thanh
3. Tran Thi Ly Ly
4. Van Tran Nhat Tan
5. Le Phi Hiep
6. **Contents:**
7. **Student information:**

Get student information through INFO form

1. **Product vision:**

Cooking Guide Book is an application for windows 8 that helps everyone search many foods around Vietnam or want to make a research by himself to create various kinds of foods... So Cooking Guide Book is an application help to mangage, total up food recipes which are very usefull.

1. **Project object:**

Cooking Guide Book provides some functions :

- Search for special foods of 3 regions : Northern, Southern, Middle.

- Provide details of food’s materials and recipes.

- Guide detail method of each food.

1. **Team assignment:**

Nguyen Quang Thanh: Team Leader

Tran Thi Ly Ly: Quality/ process manager

Van Tran Nhat Tan: Development manager

Le Phi Hiep: Support manager

1. **Team goals:**

* **General goals:**
* Complete the Capstone I.
* Learning the teamwork skill.
* Get experience in project.
* Improve the analysis, design, testing skills.
* Improve the programming skill.

1. **Team meetings:**

* Review work last week.
* Prepare and planning work next week.
* Assigned task to members.

1. **The first team meeting:**

* Choose topics project
* Planning
* Assign work to members

1. **Summary:**

* Team members agree content of the meeting.
* The meeting and at 17:00 the same day.

***Signs of members***