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| **Meeting/Project Name:** | **Motorbike Accessories Inventory Management with RFID** | | | | | | |
| **Date of Meeting:** | 16/05/2019 | | **Time:** | | | 17:45 | |
| **Secretary:** | HoangNH | | **Location:** | | | Room 101FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Answer the questions about the requirement  Assign task for team in sprint 1 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Lại Đức Hùng | | Supervisor | | hungld5@fe.edu.vn | | | |
| Phạm Minh Hoàng | | Team Leader | | hoangpmse62769@fpt.edu.vn | | | |
| Nguyễn Trường Thịnh | | Team Member | | thinhntse61887@fpt.edu.vn | | | |
| Đỗ Trung Hiếu | | Team Member | | hieudtse61847@fpt.edu.vn | | | |
| Nguyễn Huy Hoàng | | Team Member | | hoangnhse62442@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| In the first half of the meeting, team members ask Mr. Hung some questions about requirement to make them clearly. Some questions are related to:   * Right of each role in the project * The equipments needed for the project * The technology   Mr. Hung gives advice about how to achieve highest result of the Capstone Project: what should be done, what should not be done.  Mr. Hung gives out the rules for the daily group meeting of each group.  Team members agree on the schedule of the group meeting. Mr. Hung assigns tasks for team in sprint 1, which includes:UI: 1 to 2 screensERD, Database (optional)  * Research on the algorithms, the business in project  Overview, create Use Case DiagramFinish report 1, start report 2 | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Report 1 | | | | | Team | | 21/05/2019 |
| UI | | | | | Team | | 21/05/2019 |
| Use Case Diagram | | | | | Team | | 21/05/2019 |
| ERD, Database (optional) | | | | | Team | | 21/05/2019 |