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| **Meeting/Project Name:** | **Motorbike Accessories Inventory Management with RFID** | | | | | | |
| **Date of Meeting:** | 21/05/2019 | | **Time:** | | | 08:45 | |
| **Secretary:** | HoangNH | | **Location:** | | | Room 507FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review tasks that have been assigned from sprint 1. * Answer the questions about the requirements.  Assign task for team in sprint 2. | | | | | | | |
| **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** | | | | | | | |
| Mr. Hung reviews and gives feedback on the tasks that the team has achieved:   * Review Use Case Diagram * Review UI * Review Report 1   Mr. Hung identifies and corrects the mistakes that still exist on the team’s task results.  Team members asks Mr. Hung questions about functional and business requirements. Mr. Hung assigns tasks for team in sprint 2, which includes:  * Completely finish report 1, starting on report 2 and 3 (status 20-50%). * Create 4 detailed Use Case Diagrams.  UI: 2 to 3 more screensERD (optional) | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Finish Report 1 | | | | | Team | | 23/05/2019 |
| Create UIs | | | | | Team | | 23/05/2019 |
| Create detailed Use Case Diagrams | | | | | Team | | 23/05/2019 |
| Create ERD (optional) | | | | | Team | | 23/05/2019 |