**SE Assignement 1b: Team Super A**

**Group Meeting**

**Date:** 17/ 05/ 16 @ 1pm

**Location:** AUT library level 3

**Meeting Objective:**

**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project request, contract)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

**Attendees:**

* Huynh Tram Nguyen
* Quoc Hoang Nguyen
* Fred Palemene

**Meeting discussion:**

* **Project progress**
* **Completed Project package tool guide**
* **Discuss peer review technique to apply to this project**

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| Action Item | Assigned To | Due Date |
| Project Package tool guide | Quoc Hoang Nguyen | 17/05/2016 |
| Complete meeting summary, peer review | Huynh Tram Nguyen | 17/05/2016 |
| Contribute to Report and Executive Summary | Fred Palemenne | 17/05/2016 |
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Date and time of next meeting:

24-May-2016

Time: 1pm