

MEETING MINUTES

Project Code: HOWE
Project Manager: Nguyen Viet Hung

Conductor: Phan Truong Lam
Secretary: Vu Tran Hoang

Date: 30/05/2017 9:00 AM
Venue: FPT Hoalac Campus 105R

List of Attendees

No	Full Name	Unit/Group	Position	Attendance
1	Phan Truong Lam		Instructor	Present
2	Nguyen Viet Hung		Leader	Present
3	Vu Tran Hoang		Member	Present
4	Dang Cong Son		Member	Present
5	Dang Duc Manh		Member	Present
6	Tran Ba Quyen		Member	Present

TOPIC OF MEETING

AGENDA

- Review Function list
- Review Use case

CONTENT

- Review all functional and nonfunctional which are listed
- Review use cases

CONCLUSION

No	Discussed Items	Decisions	PIC	Deadline
1	Review all functional and nonfunctional which are listed	<i>Edit name of some objects, functions. Add "Search" and "Cancel Booking" into function list. Clearly define role between Manager and Receptionist.</i>	QuyenTB, HoangVT	6/1/2017
2	Review use cases	<i>After complete function list, re-design use case.</i>	HungNV	6/1/2017