# 議事録

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| Meeting Minutes | | | |
| Subject | Capstone Project | **Date** | 08/04/2017 |
| Conductor | Mr. Tran Binh Duong | **Time** | 4.00pm |
| Location | 66 Trung Kinh | **Secretary** | Vu Tran Hoang |
| Attendees | Mr. Tran Binh Duong, Nguyen Viet Hung, Vu Tran Hoang | | |
| Absent | Dang Duc Manh, Dang Cong Son, Tran Ba Quyen | | |

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| Discussed Point | | |
| *No.* | ***Topic*** | ***Contents*** |
| 1 | Database Analysis | Re-analyze project’s database |
| 2 | Project Specification | Analyze and create project specification |
| 3 | Project Management Document | Create project management document |
| 4 | Design Prototype | Create new prototype for project |
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| Action Plan | | | | |
| ***No.*** | ***Action Item(s)*** | ***Owner*** | ***deadline*** | ***status*** |
| **1** | Database Analysis | Nguyen Viet Hung | 16/04/2017 | On Progress |
| **2** | Project Specification | Nguyen Viet Hung | 22/04/2017 | On Progress |
| **3** | Project Management Document | Tran Ba Quyen | 22/04/2017 | On Progress |
| **4** | Design Prototype | Nguyen Viet Hung | 15/04/2017 | On Progress |
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