# 議事録

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| Meeting Minutes | | | |
| Subject | Capstone Project | **Date** | 22/04/2017 |
| 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 | Review Introduction Document | Complete Introduction document after editing Problem, Proposal. |
| 2 | Entity Relationship Diagram | Edit relationship between Reservation-Room and Room-Guest. |
| 3 | Review Business Analysing | Consider relationship between “Reserve” and “Booking”. |
| 4 | Documents | Create “Meeting minute” and graft of “Progress report”, “Guideline”, “Test Document” in both English and Japanese. |
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| Action Plan | | | | |
| ***No.*** | ***Action Item(s)*** | ***Owner*** | ***deadline*** | ***status*** |
| **1** | Review Introduction Document | Vu Tran Hoang | 29/04/2017 | On Progress |
| **2** | Entity Relationship Diagram | Nguyen Viet Hung | 28/04/2017 | On Progress |
| **3** | Review Business Analysing | Nguyen Viet Hung | 28/04/2017 | On Progress |
| **4** | Documents | Tran Ba Quyen | 29/04/2017 | On Progress |
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