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| |  |  | | --- | --- | | http://international.fpt.edu.vn/wp-content/themes/fgo-2016/images/img-logo-fu.jpg | Meeting minutes 3 | | | | | | | |
| **Project Name** | | Tourist Assistant Website | **Project Code** | | TAW | |
| **Project Leader** | | ThuNX | **Meeting Called By** | | Mr. ChienBD | |
| **Note Taker** | | TungPT | |
| **Date** | | 01/10/2016 | **Time** | | 9:00AM – 12:00PM | |
| **Location** | | CTC 798 Building | | | | |
| **Agenda** | |  | | | | |
| **Participants** | | | | | | |
| **No** | **Name** | | | **Role** | | **Attendance** |
| 1 | Mr Bui Dinh Chien | | | Supervisor | | x |
| 2 | Nguyen Xuan Thu | | | Team Leader | | x |
| 3 | Le Trong Viet | | | Member | | x |
| 4 | Nguyen Hai Sy | | | Member | | x |
| 5 | Pham Nguyen The Khang | | | Member | | x |
| 6 | Chu Dai Cao Cuong | | | Member | | x |
| 7 | Phan Thanh Tung | | | Member | | x |

# Purpose

Review all of problems still remain from last week: project plan, SRS, prototype, report 2, and discuss about next phase documents need to be finished, way to develop project for next 3 months.

# Agenda

* Review actions from last meeting
* Evaluate last meeting report: Meeting minute 2, Report 2
* Ask supervisor about folder’s structure
* Decide software development process
* What we should be improve or remove on this project
* Document need to be submitted for next phase

# Contains

* Status of last meeting actions: most of problems had been solve but we need to improve detail of Project plan and SRS.
* Each use case description must be more detail and easy to understand.
* Picture files should be saved in peculiar server or application folder. Do not save them in database (database is only uses to save their link).
* Supervisor guides what non-function requirement is? Not need non-function requirement at all, but Google Map (when zoom in or zoom out, amount of place must be clearly).
* After review our document, supervisor suggests:
* Word should use paragraph Justify.
* Should not get quote from wiki because it’s content easy to be change.
* Do not use Waterfall process model. Should use iterative or RUP model.
* Engineering process different Management process.
* Test plan must be more detail.
* Some work team need to be finished after this meeting:
* Submit to supervisor Meeting Minutes 3
* Edit and submit again about Project Plan and SRS
* ERD
* Architecture Design
* Detail Design
* Project Plan
* Progress Report 3
* Define folder’s structure
* Code 1,2 function to evaluate and training for another team members

# Conclusion

|  |  |
| --- | --- |
| **Suggest** | **Decision** |
| Meeting Minute 3 | * Written by: TungPT * Reviewed by: Team members * Submit to: Mr ChienBD |
| Project Introduction | * Written by: ThuNX, VietLT, CuongCDC, TungPT * Reviewed by: Team members * Submit to: Mr ChienBD |
| Software Requirement Specification | * Written by: All members * Reviewed by: Team members * Submit to: Mr ChienBD |
| Project plan | * Written by: TungPT, CuongCDC, ThuNX, VietLT * Reviewed by: Team members * Submit to: Mr ChienBD |
| Progress Report 1 | * Written by: CuongCDC * Reviewed by: Team members * Submit to: Mr ChienBD |
| Coding prototype | * Written by: KhangPNT, SyNH * Reviewed by: Team members * Submit to: Mr ChienBD |

All of work deadlines are: **Thursday, 6th October, 2016** and submit to Mr ChienBD on **Friday**.