|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | http://international.fpt.edu.vn/wp-content/themes/fgo-2016/images/img-logo-fu.jpg | Meeting minutes 6 | | | | | | | |
| **Project Name** | | Tourist Assistant Website | **Project Code** | | TAW | |
| **Project Leader** | | KhangNPT | **Meeting Called By** | | Mr. ChienBD | |
| **Note Taker** | | ThuNX | |
| **Date** | | 29/10/2016 | **Time** | | 10:30AM – 12:00PM | |
| **Location** | | CTC 798 Building | | | | |
| **Agenda** | |  | | | | |
| **Participants** | | | | | | |
| **No** | **Name** | | | **Role** | | **Attendance** |
| 1 | Mr Bui Dinh Chien | | | Supervisor | | x |
| 2 | Pham Nguyen The Khang | | | Team Leader | | x |
| 3 | Le Trong Viet | | | Member | | x |
| 4 | Nguyen Hai Sy | | | Member | | x |
| 5 | Chu Dai Cao Cuong | | | Member | | x |
| 6 | Phan Thanh Tung | | | Member | | O |
| 7 | Nguyen Xuan Thu | | | Member | | x |

# Purpose

* Review all of problems still develop project and discuss about next tasks need to be finished, way to develop project for next 2 months.

# Agenda

* Review project
* Evaluate last meeting report: Meeting minute 5
* Ask supervisor for some ideas to develop
* What we should be improve or remove on this project
* What to do for next week

# Contains

* Review some function has done in week
* Each member talk about work in week and issus
* After review our document, supervisor suggests:
* Working hard to complete the work.
* Should not get quote from wiki because it’s content easy to be change.
* Some work team need to be finished after this meeting:
* Submit to supervisor Meeting Minutes 6
* Focus on coding in next 2 weeks.

# Conclusion

|  |  |
| --- | --- |
| **Suggest** | **Decision** |
| Meeting Minute 6 | * Written by: ThuNX * Reviewed by: Team members * Submit to: MrChienBD |
| Coding | * Conduct by all members * Submit to: Mr ChienBD |

All of work deadlines are: **Thursday, 3thNovember, 2016** and submit to MrChienBD on **Friday**.