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| |  |  | | --- | --- | | http://international.fpt.edu.vn/wp-content/themes/fgo-2016/images/img-logo-fu.jpg | Meeting minutes 2 | | | | | | | |
| **Project Name** | | Tourist Assistant Website | **Project Code** | | TAW | |
| **Project Leader** | | ThuNX | **Meeting Called By** | | Mr. ChienBD | |
| **Note Taker** | | ThuNX,KhangPNT | |
| **Date** | | 25/09/2016 | **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 remains from last week: Project requirement, project plan, report 1 and discuss about next phase documents need to be finished, way to develop project for next 4 months, make clearly about requirement once again, use cases diagram.

# Agenda

* Review actions from last meeting
* Evaluate last meeting report: Meeting minute 1, Report 1
* Ask supervisor about use case diagram
* Decide software development process
* What we should be improve or remove on this project
* Document need to be submitted for phase 2

# Contains

* Status of last meeting actions: most of problems had been solve but we need to improve detail of Project introduction, analyze competitor website/application.
* Use case must have to change use case Manage User and Manage Place for actors: Admin and Moderator. After that, we made clear about some function: Login, Manage Place, Mange Post, …
* Supervisor ask team should be add function Manage User Comment and we prefer to use Facebook comment plugin but it is hard to control user comments. So we will think far about this.
* After supervisor suggest we decided out software development process is: waterfall model. We apply customized waterfall model in order to capable with current situation in our team. We choose this model because of the following reasons:
* This is a project with nearly clear requirement.
* Stable, fixed and well understood by all team members.
* We can mix requirement Analysis, Design, Coding and Testing in order to fit with our team’s working process.
* Some work team need to be finished after this meeting:
* Submit to supervisor Meeting Minutes 2
* Edit and submit again about Project Introduction and Competitor Analyze
* Software Requirement Specification
* Project Plan
* Progress Report 1 and 2
* Code 1,2 function to evaluate and training for another team members

# Conclusion

|  |  |
| --- | --- |
| **Suggest** | **Decision** |
| Meeting Minute 2 | * Written by: KhangPNTK * Reviewed by: Team members * Submit to: Mr ChienBD |
| Project Introduction and Competitor Analyze | * Written by: ThuNX, VietLT, CuongCDC * Reviewed by: Team members * Submit to: Mr ChienBD |
| Software Requirement Specification | * Written by: Team members * Reviewed by: Team members * Submit to: Mr ChienBD |
| Project plan | * Written by: TungPT, CuongCDC * Reviewed by: Team members * Submit to: Mr ChienBD |
| Progress Report 1&2 | * Written by: VietLT, SyNH * 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 is: **Thursday, 29th September, 2016** and submit to Mr ChienBD on **Friday**.