**Meeting Minutes**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Member | Attendance | | | | | | Meeting Location | | | | | | | | | | | Meeting Start | | | | Agenda | Meeting End | | | | | | | |
| **Week 1** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P | | | | Room: 105  FPT University | | 01h15  PM | | | | | | | | | | | | * **Introduce and predefine about the project** | | | 02h00  PM | | | | | | |
| 08-01-2018 | | | | | | | | | | | | 08-01-2018 | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P | | | | Room: 105  FPT University | | 01h15  PM | | | | | | | | | | | | * **Introduce about the project and define scope** * **Discuss about the project plan** | | | 02h00  PM | | | | | | |
| 12-01-2018 | | | | | | | | | | | | 12-01-2018 | | | | | | |
| **Week 2** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | 01h15  PM | | | | | | | | | | | | * **Synthetic report 1** * **Review new project plan with team members** * **Review report 1** * **Review new project plan** | | | | 02h00  PM | | | | | |
| 15-01-2018 | | | | | | | | | | | | 15-01-2018 | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | 01h15  PM | | | | | | | | | | | | * **Summarize scope of the project** * **Ask for more information to clear the theory of project** | | | | 02h00  PM | | | | | |
| 19-01-2018 | | | | | | | | | | | | 19-01-2018 | | | | | |
| **Week 3** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | 01h15  PM | | | | | | | | | | | | * **Synthetic report 2** | | | | 02h00  PM | | | | | |
| 22-01-2018 | | | | | | | | | | | | 22-01-2018 | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | 01h15  PM | | | | | | | | | | | | * **Start to create usecase of the project** | | | | 02h00  PM | | | | | |
| 26-01-2018 | | | | | | | | | | | | 26-01-2018 | | | | | |
| **Week 4** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | 01h15  PM | | | | | | | | | | | | * **Summarize and review usercase with team members** | | | | 02h00  PM | | | | | |
| 29-01-2018 | | | | | | | | | | | | 29-01-2018 | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | 01h15  PM | | | | | | | | | | | | * **Summarize and review usercase with team members (continue)** | | | | 02h00  PM | | | | | |
| 02-02-2018 | | | | | | | | | | | | 02-02-2018 | | | | | |
| **Week 5** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | | | 01h15  PM | | | | | | | | | * **Create detail design** * **Design the demo application** | | | | | 02h00  PM | | | | |
| 05-02-2018 | | | | | | | | | 05-02-2018 | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | | | 01h15  PM | | | | | | | | | * **Define IDE, libraries to code** * **Explain the documents need to submit to school** * **Explain how to write a paper** | | | | | 02h00  PM | | | | |
| 09-02-2018 | | | | | | | | | 09-02-2018 | | | | |
| **Week 6** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | 01h15  PM | | | | | | | | | | | * **Write report 3** * **Research libraries and review the design.** | | | | | | 02h00  PM | | | |
| 26-02-2018 | | | | | | | | | | | 26-02-2018 | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | 01h15  PM | | | | | | | | | | | * **Review report 3** * **Review design of demo application** | | | | | | 02h00  PM | | | |
| 02-03-2018 | | | | | | | | | | | 02-03-2018 | | | |
| **Week 7** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | 01h15  PM | | | | | | | | | | | * **Start to implement code** | | | | | | | 02h00  PM | | |
| 05-03-2018 | | | | | | | | | | | 05-03-2018 | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | 01h15  PM | | | | | | | | | | | * **Build back end and front end design** | | | | | | | 02h00  PM | | |
| 09-03-2018 | | | | | | | | | | | 09-03-2018 | | |
| **Week 8** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | | 01h15  PM | | | | | | | | * **Show demo application** * **Writing document** * **Correct document spelling.** | | | | | | | | | | | 02h00  PM |
| 12-03-2018 | | | | | | | | 12-03-2018 |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | | 01h15  PM | | | | | | | | * **Show demo application** * **Figure out some unreasonable function or UI** | | | | | | | | | | | 02h00  PM |
| 16-03-2018 | | | | | | | | 16-03-2018 |
| Week 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | | | | 01h15  PM | | | | | | * **Coding and fix bugs** | | | | | | | | | | | 02h00  PM |
| 19-03-2018 | | | | | | 19-03-2018 |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | | | | 01h15  PM | | | | | | * **Writing document** * **Review use-case diagram** | | | | | | | | | | | 02h00  PM |
| 23-03-2018 | | | | | | 23-03-2018 |
| Week 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P | | | | Room: 105  FPT University | | | | | | | 01h15  PM | | | | | | * **Show demo application** | | | | | | | | | | 02h00  PM |
| 26-03-2018 | | | | | | 26-03-2018 |
| LongHH  LinhTP  TungPX | | | P  P  P  P | | | | Room: 105  FPT University | | | | | | | 01h15  PM | | | | | | * **Fixing UI application** * **Fixing clustering bugs** * **Show demo application** | | | | | | | | | | 02h00  PM |
| 30-03-2018 | | | | | | 30-03-2018 |
| Week 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | P  P  P | | | Room: 105  FPT University | | | | | | | | | 01h15  PM | | | | | | * **Show demo application** * **Writing document** * **Correct document spelling.** | | | | | | | | 02h00  PM | |
| 02-04-2018 | | | | | | 02-04-2018 | |
| LongHH  LinhTP  TungPX | | | P  P  P | | | Room: 105  FPT University | | | | | | | | | 01h15  PM | | | | | | * **Fixing code bugs** * **Testing functions** * **Review document** | | | | | | | | 02h00  PM | |
| 06-04-2018 | | | | | | 06-04-2018 | |
| Week 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | | | P  P  P | | | | Room: 105  FPT University | | | | | | | | 01h15  PM | | | | | * **Fixing code bugs** * **Writing report 4** * **Preparing the outline of presentation** * **Show and review document** * **Preparing slide** * **Write report 5** | | | | | | | | 02h00  PM | |
| 09-04-2018 | | | | | 09-04-2018 | |
| LongHH  LinhTP  TungPX | | | | P  P  P | | | | Room: 105  FPT University | | | | | | | | 01h15  PM | | | | | * **Preparing slide** * **Write report 5** * **Write report 6** * **Write paper** * **Presentation for supervisor** | | | | | | | | 02h00  PM | |
| 13-04-2018 | | | | | 13-04-2018 | |
| Week 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LongHH  LinhTP  TungPX | | P  P  P | | | Room: 105  FPT University | | | | | | | | | | | | 01h15  PM | | | | * **Review document** * **Writing proposal** | | | | | | | | 02h00  PM | |
| 16-04-2018 | | | | 16-04-2018 | |
| LongHH  LinhTP  TungPX | | P  P  P | | | Room: 105  FPT University | | | | | | | | | | | | 01h15  PM | | | | * **Review document** | | | | | | | | 02h00  PM | |
| 20-04-2018 | | | | 20-04-2018 | |