## **Remote Learning System Meeting Minutes**

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| Project Name | | Clinic Management Application | Project Code | CMA |
| Project Manager | | Nguyen Thi Trang | Conductor | Bùi Đình Chiến |
| Secretary | Le Thi Thu Trang |
| Date | | 07/10/2020 | Time | 9h10 - 10h50 |
| Venue | | FPT University – L405 | | |
| 1. Meeting Objective | | | | |
| * Supervisor review report 2 * Supervisor assign new task for team | | | | |
| 2. Attendees | | | | |
| No | Full Name | Unit/ Group | Position | Attendance |
| 1 | Bùi Đình Chiến | FPT University | Supervisor | Attended |
| 2 | Nguyen Thi Trang | FPT University | Team Leader | Attended |
| 3 | Do Trung Duc | FPT University | Team Member | Attended |
| 4 | Nguyen Duc Thien | FPT University | Team Member | Attended |
| 5 | Le Thi Thu Trang | FPT University | Team Member | Attended |
| 6 | Do Ngoc Khanh | FPT University | Team Member | Attended |
| 3. Done tasks | | | | |
| * Finish report 2 * Draw more 1 picture workflow for To-be * Complete the pros and cons | | | | |
| 4. New Tasks | | | | |
| * Estimate test case * Write documentation SRS * Finish report 3 * Research gradually report 4 | | | | |
| 5. Risk & Difficulty | | | | |
| * Some items in report 3 are a bit confusing. | | | | |