## **Remote Learning System Meeting Minutes**

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| Project Name | | Remote Learning System | Project Code | RLS |
| Project Manager | | Nguyen Thi Trang | Conductor | Bùi Đình Chiến |
| Secretary | Le Thi Thu Trang |
| Date | | 16/09/2020 | Time | 9h10 - 10h50 |
| Venue | | FPT University – L207 | | |
| 1. Meeting Objective | | | | |
| * Supervisor assign new task for team. * Clearly define the project's proposal | | | | |
| 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 (late 15 minutes) |
| 3. Done tasks | | | | |
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| 4. New Tasks | | | | |
| * Define   + As Is.   + Pain Point. * Survey system exists. * Create a table write of each member's ability. * Thinking about changing the project name. * Analyze and show basic system features of system exist according each Actor .   + Viet Nam: Topica   + International: Cousera, Udemy | | | | |
| 5. Risk & Difficulty | | | | |
| * Difficulty in analyzing according to each actor as admin, organization, staff. * Vietnam has few information systems following the universities linkage model. | | | | |