## **Clinic Management Application 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 | | 23/09/2020 | Time | 9h10 - 10h50 |
| Venue | | FPT University – L405 | | |
| 1. Meeting Objective | | | | |
| * Review AS-IS Pain point * Clarify the requirements of the project. * 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 | | | | |
| * Create a table write of each member's ability. * Analyze and show basic system features of the system exist according to each Actor. * Changed the project name. * Survey about two systems exists. | | | | |
| 4. New Tasks | | | | |
| * Close problem. * Survey one more system exists. * Finish report 1. | | | | |
| 5. Risk & Difficulty | | | | |
| * Do not have access to many polyclinics | | | | |