**Netcompany – TRADING VISION PROJECT (TVP)**

**Minutes of Meeting**

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| **Version:** | **1.1** |
| **Status:** | Final |
| **Author:** | Nguyễn Bảo Nguyên |



**Document history**

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| --- | --- | --- | --- | --- |
| Version | Date | Author | Status | Comments |
| 1.1 | 21/10/2021 | Nguyễn Bảo Nguyên  Ngô Gia Hân  Quách Hoàng Minh  Nguyễn Vũ Anh Thư | Final |  |

**References**

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| --- | --- | --- | --- |
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| --- | --- | --- |
| Meeting Title | Minutes | |
| Project name | Trading Vision Project (TVP) | |
| Meeting place and time | Meeting via MS Teams on 21/10/2021 at 18:00 PM | |
| Participants | Ms. Nguyễn Thị Diễm Trang – Product Owners | Netcompany |
|  | Mr. Ngô Thái Bình – Project Manager, Technical Architect | Netcompany |
|  | Ngô Gia Hân  Quách Hoàng Minh  Nguyễn Bảo Nguyên  Nguyễn Vũ Anh Thư | ITEC |
| Reporter | Mr. Ngô Thái Bình – Project Manager, Technical Architect | Netcompany |
| Comments |  | |
| Next meeting | 28/10/2021 | |
| Agenda | 1. Meeting Topic  2. Content  3. Feedback and Recommendations  4. Actions | |

# Meeting Topic

# Agenda:

# Project Overview

# Program Increasement (PI) Setup

# Roles and Responsibilities

# Communication Channel

# Q&A

# Content

* Overview
  + Ms. Nguyen Thi Diem Trang will be Product Owner, who want to invest her money in Stock Market, house property.
  + Team will be her consultant about suitable technology, algorithms, ...
* PI setup
  + We will have 4 PIs in 6 months.
  + After first PI, there will include finding dataset and a demo of how algorithm is done.
  + After second PI, there will have mockup, sample data and a demo.
  + After third PI, there will have UAT, rehearsal and bug fixing.
  + After fourth PI, there must be a final product.
  + Have 4 PIs for the project, need to finish in April 2022 (Expected Date).
* Communication Channels
  + Team and client will mainly contact through MS Teams and Gmail.

# Feedback and Recommendations

* Recommendation:
  + Ask lecturer or representatives from university for exact deadline for Project Proposal.
  + Team should present the Project Proposal to PM and PO before showing it to official meeting at university.

# Actions

* Team has to present outline of the Project Proposal. Expected date 28/10/2021.
* Team must complete the Preliminary Plan. Expected date 4/11/2021.
* Finish meeting minute for the kick-off meeting on 22/10/2021.