**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 | 2/11/2021 | Nguyễn Bảo Nguyên  Ngô Gia Hân  Quách Hoàng Minh  Nguyễn Vũ Anh Thư | Final |  |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Title | Author | Version |
| Project Proposal | Project Proposal -v1.2.docx | Team | Version 1.2 |

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| --- | --- | --- |
| Meeting Title | Minutes | |
| Project name | Trading Vision Project (TVP) | |
| Meeting place and time | Meeting via MS Teams on 2/11/2021 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 | Nguyễn Bảo Nguyên | ITEC |
| Comments |  | |
| Next meeting | 11/11/2021 | |
| Agenda | 1. Meeting Topic  2. Content  3. Feedback and Recommendations  4. Actions | |

# Meeting Topic

* Agenda:
  + The team reported the updated Project Proposal (via document).
  + The team showed the Gantt Chart with major tasks.
  + Problems and recommendation.

# Content

* Scope and Objectives
* Project Methodology and Approach
* Risks Management
* Milestone Schedule

# Feedback and Recommendations

* Recommendation:
  + Need to review the risk management.
  + Update Glossary section.

# Actions

* Add missing details in Project Proposal. Expected date 3/11/2021.
* Change Risk management section. Expected date 3/11/2021.
* Adjust start date and due day of some major tasks on Jira Dashboard. Expected Date 5/11/2021.