**Meeting Minute**

| MEETING NAME: | FIRST WEEKLY SOFWARE ENGINEER PROJECT MEETING | | | | |
| --- | --- | --- | --- | --- | --- |
| DATE OF MEETING | 12/09/2021 | TIME: | Start | | 18h30 |
| Finish | | 20h |
| MEETING PURPOSE: | Assign tasks for members and give more details for function. | MEETING LEADER: | | LÊ HỒNG NHẬT | |
| PREPARED BY: | |  | |

| 1. **ATTENDANCE AT MEETING** | |
| --- | --- |
| Name: | Students’ ID: |
| LÊ HỒNG NHẬT | 1914474 |
| NGUYỄN NGỌC HIỂN | 1913387 |
| TRẦN QUANG KHẢ | 1913764 |
| NGUYỄN TRẦN QUẾ TRÂM | 2033779 |
| CHIÊNG PHI HOÀNG | 1913415 |
| LƯƠNG ĐỨC DŨNG | 1912954 |
| VŨ ĐÌNH PHÚ | 1914674 |

| **2. MEETING NOTES, DECISIONS, ISSUES** |
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| We discuss and choose tasks for members. |
| Consider all possible functions requirement by the system:   * Access the Store’s website * Food order * Table reservation * Menu management * Payment * Billing * Customer management * Employee management |
| Now, we have already decided what our project is and separated it into 4 functions which will be described in more detail in the next part.  This week, we will demonstrate to you about what we have done and what our next job will be. |
| Decide necessary functions that will be implemented:   * Food order and table reservation * Menu management * Payment and Billing * Restaurant management |

| **3. ACTION ITEMS** | | | |
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| Action: | Assigned to: | Due date: | Additional Information: |
| Use-case for Food order and table reservation | NGUYỄN NGỌC HIỂN | 18/09/2021 |  |
| Use-case for Food order and table reservation | CHIÊNG PHI HOÀNG | 18/09/2021 |  |
| Use-case for Menu management | LÊ HỒNG NHẬT | 18/09/2021 |  |
| Use-case for Menu management | TRẦN QUANG KHẢ | 18/09/2021 |  |
| Use-case for Payment and Billing | LƯƠNG ĐỨC DŨNG | 18/09/2021 |  |
| Use-case for Restaurant management | NGUYỄN TRẦN QUẾ TRÂM | 18/09/2021 |  |
| Use-case for Restaurant management | VŨ ĐÌNH PHÚ | 18/09/2021 |  |