

## Meeting Minute - Week 1

|                   |   |                |        |                   |
|-------------------|---|----------------|--------|-------------------|
| MEETING NAME      | FIRST WEEKLY SOFTWARE ENGINEER PROJECT MEETING    |                |        |                   |
| DATE OF MEETING   | 11/9/2021   | TIME           | START  | 9h                |
|                   |   |                | FINISH | 10h30             |
| MEETING OBJECTIVE | Analyze the Assignment and Assign Task for Member | MEETING LEADER |        | HUỖNH ĐỨC THỊNH   |
|                   |   | PREPARE BY     |        | NGUYỄN PHÚC THỊNH |

| MEETING ATTENDANCE    |            |
|-----------------------|------------|
| NAME                  | STUDENT ID |
| NGUYỄN DIỄU ÁI        | 1910032    |
| ĐẶNG QUỐC THANH       | 1915083    |
| NGUYỄN PHÚC THỊNH     | 1910565    |
| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯỜNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỖNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE  |
|---|
| We discuss about Task 1.1 and Task 1.2  |
| <p>Consider all related problem about the project:</p> <ul style="list-style-type: none"> <li>Context of the project</li> <li>Who are the Stakeholders ?</li> <li>What needs to be done ?</li> <li>The functional and non-functional requirement</li> </ul> |
| After this, we group the functional requirement into features which will be described more clearly in the next part.  |
| <p>Decide which necessary features that will be implemented</p> <ul style="list-style-type: none"> <li>Making Reservation</li> <li>Keeping track of In-Use Table</li> <li>Ordering Food</li> <li>Making Payment</li> <li>Viewing Statistics</li> </ul>      |

| ACTION ITEM  |             |             |         |
|--|-------------|-------------|---------|
| Action   | Assigned to | Deadline    | Comment |
| Study about Activity Diagram, Sequence Diagram and Class Diagram | Everyone    | 25/9/2021   |         |
| Study about Web-Based Application                                | Everyone    | No deadline |         |
| Further Discussion About Implement Technology                    | Everyone    | 25/9/2021   |         |

## Meeting Minute - Week 2

|                   |   |                |        |                   |
|-------------------|---|----------------|--------|-------------------|
| MEETING NAME      | SECOND WEEKLY SOFTWARE ENGINEER PROJECT MEETING       |                |        |                   |
| DATE OF MEETING   | 18/9/2021   | TIME           | START  | 9h                |
|                   |   |                | FINISH | 11h30             |
| MEETING OBJECTIVE | Finalize the Task 1 Report and Preparation for Task 2 | MEETING LEADER |        | HUỖNH ĐỨC THỊNH   |
|                   |   | PREPARE BY     |        | NGUYỄN PHÚC THỊNH |

| MEETING ATTENDANCE    |            |
|-----------------------|------------|
| NAME                  | STUDENT ID |
| NGUYỄN DIỄU ÁI        | 1910032    |
| ĐẶNG QUỐC THANH       | 1915083    |
| NGUYỄN PHÚC THỊNH     | 1910565    |
| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯỜNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỖNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE   |
|--|
| We review First Weekly Assigned Task   |
| Each member reviews each other's use case table <ul style="list-style-type: none"> <li>● Making Reservation</li> <li>● Keeping track of In-Use Table</li> <li>● Ordering Food</li> <li>● Making Payment</li> <li>● Viewing Statistics</li> </ul> |
| We make preparation for Task 2   |
| <ul style="list-style-type: none"> <li>● Discuss about distributing member's workload's proportion</li> <li>● Discuss about the theoretical knowledge used in Task 2</li> <li>● Review the project's idea as a whole</li> </ul>                  |

| ACTION ITEM                                |                                    |             |         |
|--|------------------------------------|-------------|---------|
| Action                                     | Assigned to                        | Deadline    | Comment |
| Use Case for Making Reservation            | Nguyễn Phúc Thịnh                  | 18/9/2021   |         |
| Use Case for Keeping track of In-Use Table | Đặng Quốc Thanh                    | 15/9/2021   |         |
| Use Case for Ordering Food                 | Huỳnh Đức Thịnh<br>Nguyễn Diệu Ái  | 18/9/2021   |         |
| Use Case for Making Payment                | Nguyễn Ngô Thanh Trúc              | 18/9/2021   |         |
| Design Database for the Application        | Trương Hoàng Phúc<br>Nguyễn Kế Đạt | No Deadline |         |

## Meeting Minute - Week 3

|                   |   |                |        |                       |
|-------------------|---|----------------|--------|-----------------------|
| MEETING NAME      | THIRD WEEKLY SOFTWARE ENGINEER PROJECT MEETING            |                |        |                       |
| DATE OF MEETING   | 25/9/2021   | TIME           | START  | 10h                   |
|                   |   |                | FINISH | 11h15                 |
| MEETING OBJECTIVE | Report the progress of the task assigned the last meeting | MEETING LEADER |        | HUỖNH ĐỨC THỊNH       |
|                   |   | PREPARE BY     |        | NGUYỄN NGÔ THANH TRÚC |

| MEETING ATTENDANCE    |            |
|-----------------------|------------|
| NAME                  | STUDENT ID |
| NGUYỄN DIỄU ÁI        | 1910032    |
| ĐẶNG QUỐC THANH       | 1915083    |
| NGUYỄN PHÚC THỊNH     | 1910565    |
| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯỜNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỖNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE  |
|---|
| We reviewed Second Weekly Assigned Task   |
| <ul style="list-style-type: none"> <li>• Payment Activity and Sequence Diagram</li> <li>• Ordering Activity and Sequence Diagram</li> <li>• Reservation Activity Diagram</li> </ul> |
| We discussed some changes to these diagram: Payment Sequence Diagram, Ordering Activity Diagram   |
| We discussed the class Diagram and the task for the next meeting.   |

| ACTION ITEM  |                                    |             |         |
|--|------------------------------------|-------------|---------|
| Action   | Assigned to                        | Deadline    | Comment |
| Finish Reservation Sequence Diagram                            | Nguyễn Phúc Thịnh                  | 1/10/2021   |         |
| Finish Keep Track of In-use table Sequence Diagram             | Đặng Quốc Thanh                    | 1/10/2021   |         |
| Update new changes to Sequence Diagram                         | Nguyễn Ngô Thanh Trúc              | 1/10/2021   |         |
| Make a database proposal and draw Class Diagram for the system | Trương Hoàng Phúc<br>Nguyễn Kế Đạt | 1/10/2021   |         |
| Review all the diagram   | Everyone                           | No Deadline |         |

Meeting Minute - Week 4

| MEETING NAME      | THIRD WEEKLY SOFTWARE ENGINEER PROJECT MEETING |                |        |                   |
|-------------------|--|----------------|--------|-------------------|
| DATE OF MEETING   | 02/10/2021                                     | TIME           | START  | 10h               |
|                   |  |                | FINISH | 12h               |
| MEETING OBJECTIVE | Report progress and finalize task 2            | MEETING LEADER |        | NGUYỄN PHÚC THỊNH |
|                   |  | PREPARE BY     |        | HUỖNH ĐỨC THỊNH   |

| MEETING ATTENDANCE    |            |
|-----------------------|------------|
| NAME                  | STUDENT ID |
| NGUYỄN ĐIỀU ÁI        | 1910032    |
| ĐẶNG QUỐC THANH       | 1915083    |
| NGUYỄN PHÚC THỊNH     | 1910565    |
| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯỜNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỖNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE   |
|--|
| We reviewed Second Weekly Assigned Task  |
| <ul style="list-style-type: none"> <li>View statistic Activity and Sequence Diagram</li> <li>Conceptual database design and Class diagram</li> </ul> |
| We discussed about all left-over work in task 2 from last week   |
| We discussed about reporting format for task 2   |
| We discussed Task 3: Architecture Design. Every member will do their own research about architecture design, preparing for next week task.           |

| ACTION ITEM |
|-------------|
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| Action   | Assigned to                        | Deadline    | Comment   |
|--|------------------------------------|-------------|---|
| Finish Reservation Sequence Diagram                            | Nguyễn Phúc Thịnh                  | 4/10/2021   | Modified remove reservation, complete all reservation sequence diagram                                  |
| Finish Keep Track of In-use table Sequence Diagram             | Đặng Quốc Thanh                    | 4/10/2021   | Finish view statistic diagram   |
| Update new changes to Sequence Diagram                         | Nguyễn Ngô Thanh Trúc              | 4/10/2021   | Update sequence diagram   |
| Make a database proposal and draw Class Diagram for the system | Trương Hoàng Phúc<br>Nguyễn Kế Đạt | 4/10/2021   | Finish class diagram, Simplify some ambiguity part about order, customer turn, reservation relationship |
| Use Case for Ordering Food                                     | Huỳnh Đức Thịnh<br>Nguyễn Diệu Ái  | 4/10/2021   | Update sequence diagram   |
| Review all the diagram   | Everyone                           | No Deadline |   |



## Meeting Minute - Week 5

| MEETING NAME      | THE 5th WEEKLY SOFTWARE ENGINEER PROJECT MEETING          |                |        |                   |
|-------------------|---|----------------|--------|-------------------|
| DATE OF MEETING   | 09/10/2021  | TIME           | START  | 22h30p            |
|                   |   |                | FINISH | 0h                |
| MEETING OBJECTIVE | Report the progress of the task assigned the last meeting | MEETING LEADER |        | NGUYỄN PHÚC THỊNH |
|                   |   | PREPARE BY     |        | NGUYỄN DIỆU ÁI    |

| MEETING ATTENDANCE    |            |
|-----------------------|------------|
| NAME                  | STUDENT ID |
| NGUYỄN DIỆU ÁI        | 1910032    |
| ĐẶNG QUỐC THANH       | 1915083    |
| NGUYỄN PHÚC THỊNH     | 1910565    |
| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯƠNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỲNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE                              |
|---|
| We reviewed progress of the task assigned the last meeting. |
| We discussed about all left-over work in task 2 and task 3. |
| We discussed the task for the next meeting.                 |

| ACTION ITEM   |                                    |             |         |
|---|------------------------------------|-------------|---------|
| Action  | Assigned to                        | Deadline    | Comment |
| Review Reservation in Task 1 and Task 2.                  | Nguyễn Phúc Thịnh                  | 15/10/2021  |         |
| Review Keep Track of In-use table in Task 1 and task 2.   | Đặng Quốc Thanh                    | 15/10/2021  |         |
| Review Making Payment in Task 1 and task 2.               | Nguyễn Ngô Thanh Trúc              | 15/10/2021  |         |
| Review Viewing Statistics in Task 1 and task 2.           | Trương Hoàng Phúc<br>Nguyễn Kế Đạt | 15/10/2021  |         |
| Review Ordering Food in Task 1 and task 2.                | Huỳnh Đức Thịnh<br>Nguyễn Diệu Ái  | 15/10/2021  |         |
| Review and complete task 3                                | Everyone                           | 15/10/2021  |         |
| Create an online repository (github) for version control. | Everyone                           | 15/10/2021  |         |
| Build the interface outline                               | Everyone                           | No Deadline |         |
| Review all  | Everyone                           | No Deadline |         |

Meeting Minute - Week 6

|                   |   |                |        |                       |
|-------------------|---|----------------|--------|-----------------------|
| MEETING NAME      | SIXTH WEEKLY SOFTWARE ENGINEER PROJECT MEETING            |                |        |                       |
| DATE OF MEETING   | 16/10/2021  | TIME           | START  | 16h                   |
|                   |   |                | FINISH | 17h40                 |
| MEETING OBJECTIVE | Report the progress of the task assigned the last meeting | MEETING LEADER |        | NGUYỄN NGÔ THANH TRÚC |
|                   |   | PREPARE BY     |        | TRƯƠNG HOÀNG PHÚC     |

| MEETING ATTENDANCE    |            |
|-----------------------|------------|
| NAME                  | STUDENT ID |
| NGUYỄN ĐIỀU ÁI        | 1910032    |
| ĐẶNG QUỐC THANH       | 1915083    |
| NGUYỄN PHÚC THỊNH     | 1910565    |
| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯƠNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỲNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE   |
|--|
| We reviewed progress of the task assigned the last meeting   |
| Each member reviews their own feature's diagram of prior tasks   |
| We make preparation for next task  |
| <ul style="list-style-type: none"> <li>• Every member will do their own research about Architecture, Nodejs, Reactjs, and Mysql</li> <li>• Every member will draw Mockup UI for their own feature using Figma</li> </ul> |
| We discussed the task for the next meeting.  |

| ACTION ITEM |             |          |         |
|-------------|-------------|----------|---------|
| Action      | Assigned to | Deadline | Comment |

|   |  |             |  |
|---|--|-------------|--|
| Draw Mockup UI for Reservation, Order, Payment, Bill  | Đặng Quốc Thanh<br>Nguyễn Diệu Ái<br>Nguyễn Kế Đạt | 23/10/2021  |  |
| Draw Mockup UI for Manage Pending Orders, Order Detail, Manage Pending Payments, Payment Detail | Huỳnh Đức Thịnh                                    | 23/10/2021  |  |
| Draw Mockup UI for Table Management, View Reservation   | Nguyễn Phúc Thịnh                                  | 23/10/2021  |  |
| Draw Mockup UI for View Statistics, Menu Management   | Nguyễn Ngô Thanh Trúc<br>Trương Hoàng Phúc         | 23/10/2021  |  |
| Review all the diagram  | Everyone   | No Deadline |  |

## Meeting Minute - Week 7

|                   |  |                |        |                       |
|-------------------|--|----------------|--------|-----------------------|
| MEETING NAME      | THE 7th WEEKLY SOFTWARE ENGINEER PROJECT MEETING |                |        |                       |
| DATE OF MEETING   | 23/10/2021                                       | TIME           | START  | 22h00                 |
|                   |  |                | FINISH | 0h30                  |
| MEETING OBJECTIVE | Report task 3 and discuss task 4                 | MEETING LEADER |        | NGUYỄN NGÔ THANH TRÚC |
|                   |  | PREPARE BY     |        | NGUYỄN KẾ ĐẠT         |

| MEETING ATTENDANCE    |            |
|-----------------------|------------|
| NAME                  | STUDENT ID |
| NGUYỄN DIỆU ÁI        | 1910032    |
| ĐẶNG QUỐC THANH       | 1915083    |
| NGUYỄN PHÚC THỊNH     | 1910565    |
| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯƠNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỲNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE   |
|--|
| <ul style="list-style-type: none"> <li>- We reviewed task 3</li> <li>- We discussed work for task 4</li> <li>- Report UI mockup</li> </ul> |

| ACTION ITEM                                       |   |            |         |
|---|---|------------|---------|
| Action  | Assigned to                             | Deadline   | Comment |
| Implement Order page, Customer View, Clerk View   | - NGUYỄN DIỆU ÁI<br>- TRƯƠNG HOÀNG PHÚC | 30/10/2021 |         |
| Implement Payment View, Customer View, Clerk View | - NGUYỄN KẾ ĐẠT<br>- ĐẶNG QUỐC THANH    | 30/10/2021 |         |
| Implement Pending order, transaction, Clerk View  | - HUỖNH ĐỨC THỊNH                       | 30/10/2021 |         |
| Implement table management, receptionist view     | - NGUYỄN PHÚC THỊNH                     | 30/10/2021 |         |
| Implement manager view, statistic view            | - NGUYỄN NGÔ THANH TRÚC                 | 30/10/2021 |         |

## Meeting Minute - Week 8

|                   |  |                |        |                 |
|-------------------|--|----------------|--------|-----------------|
| MEETING NAME      | THE 8th WEEKLY SOFTWARE ENGINEER PROJECT MEETING |                |        |                 |
| DATE OF MEETING   | 30/10/2021                                       | TIME           | START  | 22h00           |
|                   |  |                | FINISH | 0h10            |
| MEETING OBJECTIVE | Review all task and demo UI of task 4            | MEETING LEADER |        | HUỖNH ĐỨC THỊNH |
|                   |  | PREPARE BY     |        | ĐẶNG QUỐC THANH |

| MEETING ATTENDANCE    |            |
|-----------------------|------------|
| NAME                  | STUDENT ID |
| NGUYỄN DIỆU ÁI        | 1910032    |
| ĐẶNG QUỐC THANH       | 1915083    |
| NGUYỄN PHÚC THỊNH     | 1910565    |
| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯƠNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỖNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE  |
|---|
| <ul style="list-style-type: none"> <li>- We reviewed UI mockup</li> <li>- We reviewed and discussed the documentation.</li> </ul> |

| ACTION ITEM   |   |           |         |
|---|---|-----------|---------|
| Action  | Assigned to                             | Deadline  | Comment |
| Continue to implement customer UI view                          | - NGUYỄN DIỆU ÁI<br>- TRƯƠNG HOÀNG PHÚC | 3/11/2021 |         |
| Continue to implement customer payment, bill UI view            | - NGUYỄN KẾ ĐẠT<br>- ĐẶNG QUỐC THANH    | 3/11/2021 |         |
| Continue to implement Pending order, transaction, Clerk UI View | - HUỲNH ĐỨC THỊNH                       | 3/11/2021 |         |
| Continue to implement receptionist UI view                      | - NGUYỄN PHÚC THỊNH                     | 3/11/2021 |         |
| Continue to implement statistic view                            | - NGUYỄN NGÔ THANH TRÚC                 | 3/11/2021 |         |



## Meeting Minute - Week 9

|                   |  |                |        |                       |
|-------------------|--|----------------|--------|-----------------------|
| MEETING NAME      | THE 9th WEEKLY SOFTWARE ENGINEER PROJECT MEETING |                |        |                       |
| DATE OF MEETING   | 2/11/2021  | TIME           | START  | 22h00                 |
|                   |  |                | FINISH | 0h30                  |
| MEETING OBJECTIVE | Review all task, customer view UI                | MEETING LEADER |        | NGUYỄN PHÚC THỊNH     |
|                   |  | PREPARE BY     |        | NGUYỄN NGÔ THANH TRÚC |

| MEETING ATTENDANCE    |            |
|-----------------------|------------|
| NAME                  | STUDENT ID |
| NGUYỄN DIỆU ÁI        | 1910032    |
| ĐẶNG QUỐC THANH       | 1915083    |
| NGUYỄN PHÚC THỊNH     | 1910565    |
| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯƠNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỲNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE                                       |
|--|
| We reviewed the customer view UI and the documentation of all tasks. |

| ACTION ITEM  |   |           |         |
|--|---|-----------|---------|
| Action   | Assigned to                             | Deadline  | Comment |
| Implement the synchronization between menu and cart page | - NGUYỄN DIỆU ÁI<br>- TRƯƠNG HOÀNG PHÚC | 7/11/2021 |         |
| Implement Customer view                                  | - NGUYỄN KẾ ĐẠT<br>- ĐẶNG QUỐC THANH    | 7/11/2021 |         |
| Review all tasks   | - HUỲNH ĐỨC THỊNH                       | 7/11/2021 |         |
| Review all tasks   | - NGUYỄN PHÚC THỊNH                     | 7/11/2021 |         |
| Adjust manager UI and component diagram                  | - NGUYỄN NGÔ THANH TRÚC                 | 7/11/2021 |         |

|                   |  |                |        |                   |
|-------------------|--|----------------|--------|-------------------|
| MEETING NAME      | THE 9th WEEKLY SOFTWARE ENGINEER PROJECT MEETING |                |        |                   |
| DATE OF MEETING   | 6/11/2021  | TIME           | START  | 22h00             |
|                   |  |                | FINISH | 23h00             |
| MEETING OBJECTIVE | Review all task, customer view UI                | MEETING LEADER |        | NGUYỄN PHÚC THỊNH |
|                   |  | PREPARE BY     |        | HUỖNH ĐỨC THỊNH   |

| MEETING ATTENDANCE    |            |
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| NGUYỄN KẾ ĐẠT         | 1913048    |
| TRƯỜNG HOÀNG PHÚC     | 1914720    |
| NGUYỄN NGÔ THANH TRÚC | 1910650    |
| HUỖNH ĐỨC THỊNH       | 1910563    |

| MEETING NOTES, DECISION, ISSUE                             |
|--|
| We reviewed the all UI and the documentation of all tasks. |

| ACTION ITEM |             |          |         |
|-------------|-------------|----------|---------|
| Action      | Assigned to | Deadline | Comment |

|  |   |           |  |
|--|---|-----------|--|
| Implement the synchronization between menu and cart page<br>Implement responsiveness for menu page | - NGUYỄN DIỆU ÁI<br>- TRƯƠNG HOÀNG PHÚC | 7/11/2021 |  |
| Add Payment page to customer view<br>Update Database   | - NGUYỄN KẾ ĐẠT<br>- NGUYỄN PHÚC THỊNH  | 7/11/2021 |  |
| Review all tasks   | - HUỖNH ĐỨC THỊNH<br>- ĐẶNG QUỐC THANH  | 7/11/2021 |  |
| Adjust component, sequence, activity diagram, user story   | - NGUYỄN NGÔ THANH TRÚC                 | 7/11/2021 |  |
| Add UI Flow to document<br>Fix document to match implementation                                    | -EVERYONE                               | 7/11/2021 |  |