# **MEETING MINUTES**

| **Meeting/Project Name:** | Football Field Reservation System | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** (DD/MM/YYYY) | 00/00/2017 | | **Time:** | | | 11:15 | | |
| **Minutes Prepared By:** | QuyMM | | **Location:** | | | FPT University | | |
| 1. Meeting Objective | | | | | | | | |
| * Test case * **Review report 4, 5** * **Demo, Presentation** | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | **Phone** | |
| Kiều Trọng Khánh | | Supervisor | | [khanhkt@fpt.edu.vn](mailto:khanhkt@fpt.edu.vn) | | | 0908133304 | |
| Mai Minh Quý | | Team Leader | | [quymmse61610@fpt.edu.vn](mailto:quymmse61610@fpt.edu.vn) | | | 0969377089 | |
| Trương Hữu Thành | | Team Member | | [thanhthse61493@fpt.edu.vn](mailto:thanhthse61493@fpt.edu.vn) | | | 0988670449 | |
| Phan Minh Huấn | | Team Member | | [huanpmse61860@fpt.edu.vn](mailto:huanpmse61860@fpt.edu.vn) | | | 0907191726 | |
| Phạm Trung Hiếu | | Team Member | | [hieuptse60874@fpt.edu.vn](mailto:hieuptse60874@fpt.edu.vn) | | | 01263158320 | |
| 4. Action Items | | | | | | | | |
| **Action** | | | | | **Owner** | | | **Due Date** |
| Fix application | | | | | Whole team | | |  |
| Test application | | | | | Whole team | | |  |
| Write report 5 | | | | | Whole team | | |  |
| Demo,Presentation | | | | | Whole team | | |  |
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