

## MEETING MINUTES

**Project name:** Olives

**Project Manager:** Pham Duc Thang

**Conductor:** Phan Truong Lam

**Secretary:** Tran Anh Duong

**Date:** 17/5/2016

**Venue:** Hoa Lac Campus

### List of Attendees:

No	Full name	Unit/Group	Position	Attendance
1	Phan Truong Lam	FPT University's Lecturer	Sponsor	Present
2	Pham Duc Thang	FPT University	Project Manager	Present
3	Tran Anh Duong	FPT University	Member	Present
4	Pham Minh Tuan	FPT University	Member	Present
5	Nguyen Van Hung	FPT University	Member	Present
6	Bui Quoc Trong	FPT University	Member	Present
7	Nguyen Duy Linh	FPT University	Member	Present

### Topic of meeting:

### AGENDA

This meeting aims to:

- Check report 1: Introduction.
- Prepare to report 2: Software Project Management Plan (SPMP).
- Discuss about function of Olives project.

### CONTENT

#### 1. Check report 1: Introduction

- Research about other healthcare application
- Determine purpose of project.
- Receive all comments and suggestions of lecturer.

#### 2. Prepare to report 2: Software Project Management Plan (SPMP)

- Analyst all requirements.
- Division of work.

#### 3. Discuss about function of Olives Project:

- Recheck use case.
- Description of project function.

### CONCLUSION

No	Discussed Items	Decisions	PIC	Deadline
1	Review Report 1	Submit report 1	All member	22/5/2016

2	Complete report 2	Submit report 2	All member	22/5/2016
3	Discuss about function of Olives Project	Discuss to find more functions	All member	22/5/2016