MEETING MINUTES

Project name: Olives   **Conductor:** Phan Truong Lam   **Date:** 10/5/2016
Project Manager: Pham Duc Thang   **Secretary:** Tran Anh Duong   **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:
- Present our project's idea.
- Discuss about function of Olives Project

CONTENT

1. Present our project's idea:
- Present with lecturer
- Receive all comments and suggestions of lecturer.
2. Discuss about function of Olives Project:
- Provide all function of project
- Additional some difference function
- Suggest attraction to function of project
- Create use case
- Description of project function

CONCLUSION

No	Discussed Items	Decisions	PIC	Deadline
1	Present our project's idea	Present idea and receive comments and suggestions of lecturer	All member	10/5/2016

2	Discuss about function of Olives Project	Discuss to find more functions	All member	10/5/2016