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| |  |  | | --- | --- | | **daihoc** | meeting minuteS | | | | | | | | |
| **Project:** | | Dandelion | | **Project Code:** | | DDL | |
| **Project Manager:** | | Lưu Ngọc Mạnh | | **Conductor:** | | Nguyễn Văn Sang | |
| **Secretary:** | | Cao Thị Phương Mai | |
| **Date:** | | 18/09/2015 | | **Time:** | | 12:30 PM – 01:00 PM | |
| **Venue:** | | FPT University | | | | | |
| **Topic of meeting:** | | Weekly Project Meeting | | | | | |
| **Attendees:** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | | **Position** | | **Attendance** |
| 1 | Nguyễn Văn Sang | | FPT | | Introductor | | Present |
| 2 | Lưu Ngọc Mạnh | | JS | | PM | | Present |
| 3 | Vũ Công Chính | | JS | | Team Member | | Present |
| 4 | Nguyễn Minh Huy | | JS | | Team Member | | Present |
| 5 | Dương Đức Anh | | JS | | Team Member | | Present |
| 6 | Cao Thị Phương Mai | | JS | | Team Member | | Present |
| 7 | Vũ Ngọc Trung | | JS | | Team Member | | Present |
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# Objectives

1. Review schedule of project and documents of report 1

# Agenda

1. Review CM Plan
2. Review User Requirement Specification
3. Review Introduction
4. Review Q&A sheet

# Contents

1. Review CM Plan:
   * CI Baseline Procedure for source code (2.3.1): change link to github hyperlink.
   * Create folder in github following folders described in 2.4
   * Remove folders if unnecessary.
2. Plan for next meeting:
   * Team update report 1 documents

# Conclusion

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| **Discussed Items** | **Decisions** |
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