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| |  |  | | --- | --- | | **daihoc** | meeting minuteS | | | | | | | | |
| **Project:** | | Vietnamese Medicinal Plants Network | | **Project Code:** | | VMN | |
| **Project Manager:** | | Nguyễn Minh Tiến | | **Conductor:** | | Nguyễn Văn Sang | |
| **Secretary:** | | Nguyễn Hải Đăng | |
| **Date:** | | 20/01/2016 | | **Time:** | | 02:30 PM – 05:00 PM | |
| **Venue:** | | FPT University | | | | | |
| **Topic of meeting:** | | Weekly Project Meeting | | | | | |
| **Attendees:** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | | **Position** | | **Attendance** |
| 1 | Nguyễn Văn Sang | | FPT | | Conductor | | Present |
| 2 | Nguyễn Minh Tiến | | JS | | PM | | Present |
| 3 | Hoàng Thị Quỳnh | | JS | | Team Member | | Present |
| 4 | Trần Bình Khánh | | JS | | Team Member | | Present |
| 5 | Nguyễn Hải Đăng | | JS | | Team Member | | Present |
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# Objectives

1. Review schedule of project and documents of report 1

# Agenda

1. Review schedule
2. Review project plan
3. Plan for next meeting

# Contents

1. Review schedule:
   * Duration of “create prototype task” must be from 10 to 14 days to close to actual.
   * Add complete document milestones
   * Termination phase is too short, must be more than 8 days.
2. Review project plan:
   * Team have to create estimate file for coding phase.
   * Team have to assign who is Q/A of project.
3. Plan for next meeting:
   * Team have to edit documents follow comments of supervisor.
   * Review all documents of report 1.

# Conclusion

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