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| |  |  | | --- | --- | | daihoc | meeting minuteS | | | | | | | | |
| **Project:** | | Veazy | | **Project Code:** | | Veazy | |
| **Project Manager:** | | MinhNN | | **Conductor:** | | SangNV | |
| **Secretary:** | | QuanNH | |
| **Date:** | | 2016/05/20 | | **Time:** | | 04:00 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 | | Supervisor | | Present |
| 2 | Nguyễn Ngọc Minh | | JS | | PM | | Present |
| 3 | Nguyễn Hoàng Linh | | JS | | Team Member | | Present |
| 4 | Đào Thanh Tùng | | JS | | Team Member | | Present |
| 5 | Nguyễn Hồng Quân | | JS | | Team Member | | Present |
| 6 | Phạm Đức Thắng | | JS | | Team Member | | Present |
| 7 | Nguyễn Trọng Duy | | JS | | Team Member | | Present |
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# Objectives

1. Review project requirements (functional requirements)

# Agenda

1. Review project function list
2. Review project use-case
3. Decide project lifecycle
4. Plan for next meeting

# Contents

1. Review project function list:
   * Each lesson should have a “practice” section.
   * Each skill should have its own separated lessons.
   * Show the “practice” section only if user has finished the lesson.
   * Lessons should be ordered via knowledge levels.
   * Mark the viewed lesson.
   * “Search dictionary” → “Search word”.
   * Should add “Record” function. (record user voice) “Voice to text” function.
2. Review project use-case:
   * Group use-case.
3. Decide project life-cycle:
   * Not using acad's suggested life-cycle.
   * Decide project life-cycle: total 15 weeks, ends at 2016/08/27
     1. Initiative: 3 weeks
     2. Solution: 3 weeks
     3. Construction: 7 weeks
     4. Destruction: 2 weeks
4. Plan for next meeting:
   * Review prototype.
   * Plan for solution phase.

# Conclusion

|  |  |
| --- | --- |
| **Discussed Items** | **Decisions** |
| Function list | Draw prototype |
| Project document | Complete project introduction, project plan |
| Product content | Study about how to organise content structure (lesson struct) |
| Study user's learning methods |