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| |  |  | | --- | --- | | daihoc | meeting minuteS | | | | | | | | |
| **Project:** | | Veazy | | **Project Code:** | | Veazy | |
| **Project Manager:** | | MinhNN | | **Conductor:** | | SangNV | |
| **Secretary:** | | QuanNH | |
| **Date:** | | 2016/05/27 | | **Time:** | | 05:00 PM – 06:30 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 prototype
2. Review project plan
3. Review project introduction

# Agenda

1. Review project prototype
2. Review project plan
3. Review project introduction
4. Plan for next meeting

# Contents

1. Review project prototype:

* Dictionary should have “searching grammar”
* Should add functionality, attributes for editors : “choose lesson”
* Should create questions for each skill
* Should create test in sets, lessons for reading test and listening test (random test)
* Should let users record their sayings and other users will check that sayings true or not
* Should let users write their paragraph and other user will review and evaluate
* Tests should have status, when editors change tests. (After review, status will change to “Reviewed” and replace old tests that save to history. If test is not reviewed, don’t need back up)
* Learning content should have more details about attributes
* System should have feedback and report (error of contents or system)

1. Review project plan:
   * Edit standard text/number format
2. Review project introduction:
   * Project code : Veazy
   * Should have title of tables
   * Should have opening statement before analyze about other products
   * Simply overview of functional
   * Should have details functions of each users.
   * Constraint should have time, resource and environment
   * Risk is not a constraint. Separating it independently.
   * Risk should include problem/issue
3. Plan for next meeting:
   * Design Entity Relationship Model
   * Design details layout frame
   * Design details prototype
   * Describe the process of managing lessons, questions
   * Sketch database
   * Build the system structure
   * Define class
   * Plan for solution phase.

# Conclusion

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| --- | --- |
| **Discussed Items** | **Decisions** |
| Project prototype | Modify and more details prototype |
| Project document | Fix and complete project introduction, project plan |
| Product design | Draw Entity Relationship Model  Details prototype, layout frame  Draw database, define class  Describe the process of managing lessons, questions |