|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| meeting minutes | | | | | | | |
| **Project:** | | Personal Finance Management | | | **Project Code:** | PFM | |
| **Project Manager:** | | Nguyen Anh Tuan | | | **Conductor** | Nguyen Anh Tuan | |
| **Secretary:** | Le Thi Minh Khanh | |
| **Date:** | | 09/09/2012 | | | **Time:** | 16:40- 17:40 am | |
| **Place:** | | Feeling tea | | | | | |
| **Attendees :** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | **Position** | | | **Attendance** |
| 1 | Nguyen Thi Gam | | PFM Team | QA | | | Present |
| 2 | Nguyen Anh Tuan | | PFM Team | Manager | | | Present |
| 3 | Nguyen DucLoc | | PFM Team | Technical leader | | | Present |
| 4 | Lai Le LeLinh | | PFM Team | Tester | | | Present |
| 5 | Le Thi Minh Khanh | | PFM Team | Designer | | | Present |



# Objectives

* Meeting for orientation plan

# Agenda

* Discuss and split the project into sprints
* Assign work to team members in the sprint 1st

# Contents

# Discuss and split the project into sprints

* Nguyen Anh Tuan:

Complete the project in 80days (Start: 10/9/2012 – Deadline: 30/11/2012)

Buffer: 14 days

To prepare present and final report : 14 days at last

* Nguyen DucLoc: to split the project into 5 sprints (15days/1sprint)

Sprint 1st : Schedule, Borrow and Lend function

Sprint 2nd : Management function ( Manual + NFC )

Sprint 3rd : Report and Warning function

Sprint 4th : Synchronize function ( Server + Local)

Sprint 5th: Optional

1. **Assign work to team members in the sprint 1st**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | | **Task to do** | **Responsible** |
| 12/9/2012 | | Design UI | KhanhLTM, LinhLLL, GamNT |
| Research technical | LocND, TuanNA |
| 22/9/2012 | | Update and complete design for sprint 1st ,  Research design UI for sprint 2nd | KhanhLTM, LinhLLL, GamNT |
| Developing and complete functions in sprints 1st | LocND, TuanNA |
| 25/9/2012 | Test, SRS | | KhanhLTM, LinhLLL, GamNT |
| Design ( diagram ) | | LocND, TuanNA |

# Conclusion:

1. Team members must complete task on time and follow schedule above.
2. Prepare document and sample follow exactly constructor requirement.