|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| meeting minutes | | | | | | | |
| **Project:** | | Personal Finance Management | | | **Project Code:** | PFM | |
| **Project Manager:** | | Lai Le Le Linh | | | **Conductor:** | Mr. Nguyen Van Hien | |
| **Secretary:** | Lai Le Le Linh | |
| **Date:** | | 15/10/2012 | | | **Time:** | 12:30- 13:45 | |
| **Place:** | | Meeting room | | | | | |
| **Attendees :** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | **Position** | | | **Attendance** |
| 1 | Nguyen Van Hien | | PFM Team | Constructor | | | Present |
| 2 | Lai Le Le Linh | | PFM Team | Manager | | | Present |
| 3 | Nguyen Duc Loc | | PFM Team | Technical leader | | | Present |
| 4 | Nguyen Anh Tuan | | PFM Team | Developer | | | Present |
| 5 | Le Thi Minh Khanh | | PFM Team | Tester | | | Present |
| 6 | Nguyen Thi Gam | | PFM Team | QA | | | Present |



**Objectives**

* Meeting for reviewing completed task in Sprint 2

**Agenda**

* Review management function
* Discuss solution to improve user interface
* Assign work to team members in this week
* Fix close sprint meeting with constructor

**Contents**

1. **Review management function:**

* Mr. HienNV: Review user interface and operation of management function
* LocND: Explain constructor’s question about management function

1. **Discuss solution to improve user interface:**

* Mr. HienNV: Provide some ideas for user interface of application:

+ View detail daily expense screen: includes chart or some general report

+ Group daily expense/ income by week

+ Display categories of expense must change to small

+ Change toggle to button

+ User interface can help user compare between daily expenses

+ Fix money unit is VND

+ Report by chart screen: add more bar chart which compare between actual expense and schedule

+ Create survey to investigate the user needs for application

1. **Assign work to team members in this week ( 15- 20/10/2012):**

|  |  |  |  |
| --- | --- | --- | --- |
| Task to do | Responsible | Completed | Deadline |
| Create test case for Sprint 2 | KhanhLTM | 100% | 12:00 pm  18/10/2012 |
| Complete management and warning function of Sprint 2 | LocND | 90% | 12:00 pm  18/10/2012 |
| Complete report function of Sprint 2 | TuanNA | 90% | 12:00 pm  18/10/2012 |
| System design | LocND, TuanNA | 100% | 12:00 pm  18/10/2012 |
| Unit test | LocND, TuanNA | 100% | 12:00 pm  18/10/2012 |
| Create survey | PFM Team | 100% | 12:00 pm  16/10/2012 |

1. **Fix close sprint meeting with constructor:**

* Time: 5:30- 6:30 pm (Slot 7) Friday, 19/10/2012

**Conclusion:**

* Team members must complete task on time and follow schedule above.