|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| meeting minutes | | | | | | | |
| **Project:** | | Personal Finance Management | | | **Project Code:** | PFM | |
| **Project Manager:** | | Lai Le Le Linh | | | **Conductor:** | Mr.Nguyen Van Hien | |
| **Secretary:** | Nguyen Thi Gam | |
| **Date:** | | 19/10/2012 | | | **Time:** | 4:00- 5:00 pm | |
| **Place:** | | Avatar coffee | | | | | |
| **Attendees :** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | **Position** | | | **Attendance** |
| 1 | Nguyen Van Hien | | PFM Team | Constructor | | | Present |
| 2 | Nguyen Anh Tuan | | PFM Team | Manager | | | Present |
| 3 | Nguyen Duc Loc | | PFM Team | Technical leader | | | Present |
| 4 | Lai Le Le Linh | | PFM Team | Tester | | | Present |
| 5 | Le Thi Minh Khanh | | PFM Team | Designer | | | Present |
| 6 | Nguyen Thi Gam | | PFM Team | QA | | | Present |



**Objectives**

* Meeting for review work of team members and assign task in next week.

**Agenda**

* Finish sprint 2
* Analyze survey
* Assign work to team members in this week and sprint 3.
* Fix meeting time with constructor.

**Contents**

1. **Finish sprint 2**

* Review code
* Review design
* Analyze survey: HienNV: request to analyze survey

1. **Assign work to team members in this week ( 20- 28/10/2012):**

|  |  |  |  |
| --- | --- | --- | --- |
| Task to do | Responsible | Completed | Deadline |
| Create unit test | TuanNA  LocND | 100% | 12:00 pm  28/10/2012 |
| Create design | TuanNA  LocND | 100% | 12:00 pm  28/10/2012 |
| Analyze survey | GamNT  LinhLLL  KhanhLTM | 100% | 12:00 pm  28/10/2012 |
| Create task list | PFM Team | 100% | 12:00 pm  28/10/2012 |
| Start sprint 3 | PFM Team | 90% | 12:00 pm  28/10/2012 |

1. **Fixed meeting time with constructor:**

Time: 17:30- 19:00 pm (Slot 7) Monday.

**Conclusion:**

1. Team members must complete task on time and start sprint 3 follow plan.