|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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:** | | 24/09/2012 | | | **Time:** | 12:30- 2:00 pm | |
| **Place:** | | Meeting room | | | | | |
| **Attendees :** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | **Position** | | | **Attendance** |
| 1 | Nguyen Van Hien | | PFM Team | Constructor | | | Present |
| 2 | Nguyen Anh Tuan | | PFM Team | Developer | | | Present |
| 3 | Nguyen Duc Loc | | PFM Team | Technical leader | | | Present |
| 4 | Lai Le Le Linh | | PFM Team | Team leader | | | Present |
| 5 | Le Thi Minh Khanh | | PFM Team | Tester | | | Present |
| 6 | Nguyen Thi Gam | | PFM Team | Tester | | | Present |



**Objectives**

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

**Agenda**

* Review work in last week.
* Assign work to team members in this week.

**Contents**

1. **Review work in last week**

* Review Report 1

Nguyen Thi Gam: need to explain more clearly, edit table in report

* Review UC: request to update

Lai Le Le Linh: delete some fields (such as term, total budget…) just draw the main functions

* Review UI
* Review code
* Review System Design and Database Design

Nguyen Anh Tuan: update Database Design (Server, edit “Category”: add field income and outcome)

Nguyen Duc Loc

1. **Assign work to team members in this week ( 24/09- 1/10/2012):**

|  |  |  |  |
| --- | --- | --- | --- |
| Task to do | Responsible | Completed | Deadline |
| Update UC | LinhLLL | 100% | 12:00 pm  30/09/2012 |
| * Update Database Design * Write Detail design (Class diagram and Sequence diagram of Borrowing and Lending function) | TuanNA | 100% | 12:00 pm  30/09/2012 |
| Complete sprint 1 and execute unit test (Borrowing and Lending function) | TuanNA | 100% | 12:00 pm  28/09/2012 |
| Prepare slide (idea, review exiting systems, list functions, plan) | TuanNA | 100% | 10:00 am  27/09/2012 |
| * Update System Design * Write Detail design (Class diagram and Sequence diagram of Schedule function) | LocND | 100% | 10:00 am  30/09/2012 |
| Complete sprint 1 and execute unit test (Schedule function) | LocND | 100% | 12:00 pm  28/09/2012 |
| Create test case | KhanhLTM | 100% | 12:00 pm  28/09/2012 |
| Update SRS | GamNT |  | 12:00 pm  30/09/2012 |

**Conclusion:**

1. Team members must complete task on time and finish sprint 1 follow plan.
2. Prepare SRS and use-case diagram follow exactly constructor requirement.