|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| meeting minutes | | | | | | | |
| **Project:** | | Personal Finance Management | | | **Project Code:** | PFM | |
| **Project Manager:** | | Lai Le Le Linh | | | **Conductor:** | Mr.Nguyen Van Hien | |
| **Secretary:** | Le Thi Minh Khanh | |
| **Date:** | | 28/11/2012 | | | **Time:** | 14:15- 16:00 pm | |
| **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 | Team Leader | | | Present |
| 3 | Nguyen DucLoc | | 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 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**

* Report function

Mr.Nguyen Van Hien: request to update report function

1. **Assign work to team members in this week ( 28/11- 06/12/2012):**

|  |  |  |  |
| --- | --- | --- | --- |
| Task to do | Responsible | Completed | Deadline |
| Finish report function | TuanNA | 100% | 12:00 am  05/12/2012 |
| Add import export function | LocND | 100% | 12:00 am  05/12/2012 |
| Document | LinhLLL  GamNT  KhanhLTM | 90% | 12:00 am  05/12/2012 |
|  |  |  |  |

**Conclusion:**

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