|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| meeting minutes | | | | | | | |
| **Project:** | | Personal Finance Management | | | **Project Code:** | PFM | |
| **Project Manager:** | | Nguyen Anh Tuan | | | **Conductor:** | Mr.Nguyen Van Hien | |
| **Secretary:** | Lai Le LeLinh | |
| **Date:** | | 05/09/2012 | | | **Time:** | 9:00- 9:30 am | |
| **Place:** | | Room 141 | | | | | |
| **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 LeLinh | | PFM Team | Tester | | | Present |
| 5 | Le Thi Minh Khanh | | PFM Team | Designer | | | Present |
|  |  | |  |  | | |  |



# Objectives

* Meeting for expanding project scope

# Agenda

* Discuss solutions to expand scope of project
* Decide functions can be applied to project
* Assign work to team members in this week
* Fix meeting time with constructor

# Contents

1. **Discuss solutions to expand scope of project:**

* Nguyen Anh Tuan: Give an idea which can use NFC for payment of users
* Lai Le Le Linh: Give an idea that supports price comparison to users when they are shopping
* Mr. Nguyen Van Hien: Provide an idea of synchronization

1. **Decide functions can be applied to project:**

* PFM project can apply functions below:
* Schedule for expenditure
* Expenditure management
* Use NFC to input data
* Use barcode to input data (optional)
* Use NFC to payment ( optional)
* Calculate telephone expenses (call log, SMS…\_ optional)
* Borrowing and lending money management
* Using chart to report at end of the month (compare the expenditure between this month and the previous month)
* Make a warning for the user (friend’s birthday, warn when the user spends much money, warning for paying debt)
* Synchronize users data

1. **Assign work to team members in this week ( 04- 09/09/2012):**

|  |  |  |  |
| --- | --- | --- | --- |
| Task to do | Responsible | Completed | Deadline |
| Write requirement document | LinhLLL  GamNT  KhanhLTM | 50% | 12:00 pm  08/09/2012 |
| Research technical | LocND  TuanNA |  |  |
| Create simple plan | LinhLLL  GamNT  KhanhLTM  LocND  TuanNA | 100% | 9:00 am  10/09/2012 |
| CreateSQL sample | TuanNA | 100% | 9:00 am  10/09/2012 |
| Create chart sample | LocND | 100% | 9:00 am  10/09/2012 |

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

* Time: 4:00- 5:30 pm (Slot 6) Monday and Thursday

# Conclusion:

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