|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| meeting minutes | | | | | | | |
| **Project:** | | Personal Finance Management | | | **Project Code:** | PFM | |
| **Project Manager:** | | Nguyen Anh Tuan | | | **Conductor:** | Mr. Nguyen Van Hien | |
| **Secretary:** | Le Thi Minh Khanh | |
| **Date:** | | 01/10/2012 | | | **Time:** | 12:30- 14:00 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 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 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 and sprint 1.
* Fix meeting time with team.

**Contents**

1. **Review work in last week**

* Review SRS

Nguyen Van Hien: request to update SRS

* Review System Design and Database Design
* Review Use case
* Review Test case
* Review code (Functions: Schedule, Borrowing and Lending)

1. **Assign work to team members in this week ( 01- 07/10/2012):**

|  |  |  |  |
| --- | --- | --- | --- |
| Task to do | Responsible | Completed | Deadline |
| Design | LocND, TuanNA | 100% | 12:00 pm  07/10/2012 |
| Finish Sprint 1 | PFM Team | 100% | 12:00 pm  03/10/2012 |
| Prepare documents for sprint 2 (UI, use-case…) | GamNT, LinhLLL, KhanhLTM | 100% | 12:00 pm  03/10/2012 |
| Write report 2 | GamNT | 50% | 12:00 pm  07/10/2012 |
| Update use-case diagram | LinhLLL | 100% | 12:00 pm  07/10/2012 |

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

Time: 9:00 PM ‎Wednesday every week

**Conclusion:**

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