Capstone Project Meeting |MINUTES

Meeting date | time 9/10/2014 10:30 AM | Meeting location Room 101, Innovation Building

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| |  |  | | --- | --- | | Meeting called by | Nguyen Huy Hung | | Type of meeting | Capstone Project Instruction | | Facilitator | N/A | | Note taker | Huynh Tran Minh Nhut | | Timekeeper | Nguyen Huy Hung | | |  | | --- | | Attendees  Nguyen Huy Hung (HungNH)  Huynh Tran Minh Nhut (NhutHTM)  To Dinh Tan (TanTD) | |

# Agenda topics

Time allotted | 15’ | Agenda topic Product Backlog | Presenter Huynh Tran Minh Nhut

Discussion: about Product Backlog

Conclusion: Reviewed

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Product Backlog Sheet | Huynh Tran Minh Nhut | N/A |

Time allotted | 15’ | Agenda topic Sprint Backlog | Presenter Huynh Tran Minh Nhut

Discussion about Sprint Backlog

Conclusion Add remains column, add remain hours number and performances.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Sprint Backlog Sheet | Huynh Tran Minh Nhut | 9/15/2014 10:30 AM |

Time allotted | 15’ | Agenda topic Report 1 | Presenter To Dinh Tan

Discussion about Report 1

Conclusion Update as Mr. Hung’s instruction.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Report 1.docx | Tran Le Tuan | 9/15/2014 10:30 AM |

Time allotted | 15 | Agenda topic UI Mockup | Presenter To Dinh Tan, Huynh Tran Minh Nhut

Discussion about UI Mockup

Conclusion Add menu, edit responsive for homepage, add create story by step, finish all ui mockup before next meeting.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| UI Mockup (html, css) | To Dinh Tan, Huynh Tran Minh Nhut | 9/15/2014 10:30 AM |

Observers: Nguyen Huy Hung

Resource persons: Nguyen Huy Hung

Special notes: n/a