Capstone Project Meeting |MINUTES

Meeting date | time 9/17/2014 10:30 AM | Meeting location Room 101, Innovation Building

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| |  |  | | --- | --- | | Meeting called by | Nguyen Huy Hung | | Type of meeting | Capstone Project Plan | | 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)  Tran Le Tuan (TuanTL) | |

# Agenda topics

Time allotted | 15’ | Agenda topic Product Backlog | Presenter NhutHTM

Discussion: about Product Backlog 2

Conclusion: Reviewed

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

Time allotted | 15’ | Agenda topic Sprint Backlog | Presenter NhutHTM

Discussion about Sprint Backlog 2

Conclusion Add new task.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Sprint Backlog Sheet | NhutHTM | 9/15/2014 10:30 AM |

Time allotted | 15’ | Agenda topic Report 1 | Presenter TanTD

Discussion about Report 1

Conclusion Update as Mr. Hung’s instruction.

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

Time allotted | 15 | Agenda topic UI Mockup | Presenter TanTD, NhutHTM, TuanTL

Discussion about UI Mockup

Conclusion Finish all ui mockup before next meeting.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| UI Mockup (html, css) | TanTD, NhutHTM, TuanTL | 9/15/2014 10:30 AM |

Observers: Nguyen Huy Hung

Resource persons: Nguyen Huy Hung

Special notes: n/a

Time allotted | 15 | Agenda topic Use case | Presenter TanTD, NhutHTM, TuanTL

Discussion about use case

Conclusion Finish and fix use case before next meeting.