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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 12/09/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Answer the questions about the requirement  Assign task for team in Sprint 1 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung assigns tasks for team in sprint 1, which includes:Create product backlog, sprint backlog.ERD  * Overview Use Case  Create report 1At the rest of the meeting, team members ask Mr. Hung some questions about requirement to make it clearly. Some questions in meeting are related to:  * Business domain of Project. * Right of each role | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Create product backlog | | | | | NhatNQ | | 14/09/2018 |
| ERD | | | | | Team | | 15/09/2018 |
| Overview UseCase | | | | | Team | | 17/09/2018 |
| Report 1 | | | | | ThongVM | | 18/09/2018 |
| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 19/09/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review tasks:   + Product backlog, sprint backlog   + UI mockup * Assign new task in Sprint 2 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung asks team to show sprint backlog in Sprint 1. Team need to make a sprint backlog to tracking task process easier.  Mr.Hung review ERD.  Mr. Hung assigns new tasks for team in Sprint 2:   * Sprint backlog in Sprint 2 * UI mockup | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Fix ERD | | | | | Team | | 20/09/2018 |
| Overview UseCase | | | | | Team | | 22/09/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 26/09/2018 | | **Time:** | | | 9:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review task in Sprint 2  Assign new task in Sprint 3 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Review task in Sprint 2  Mr. Hung reviews UI mockup:   * Change application language to Vietnamese.  Mr. Hung assigns new tasks for team in Sprint 3, which includes:Create Architecture design.  * Edit UI mockup. * Sprint backlog for Sprint 3. | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Create product backlog | | | | | Team | | 27/09/2018 |
| UI mockup | | | | | Team | | 28/09/2018 |
| ERD | | | | | Team | | 29/09/2018 |
| Overview UseCase | | | | | Team | | 30/09/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 03/10/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| Review component diagram, class diagram.Review UI mockup | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung reviews diagrams:   * Class diagram: Change class diagram to UML 2.0 standard. * Component diagram: Change interface.   Mr. Hung reviews UI mockup | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Change UI mockup | | | | | TrinhHC | | 05/10/2018 |
| Component diagram | | | | | Team | | 06/10/2018 |
| Class diagram | | | | | Team | | 08/10/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 10/10/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review task in Sprint 4  Assign new task in Sprint 5 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung reviews tasks in Sprint 4   * Fix relationship in class diagram.  Mr. Hung assigns tasks for team in Sprint 5, which includes:  * Adjust tasks in the Sprint backlog. * Implement the project with approved class diagram. | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Fix class diagram | | | | | Team | | 12/10/2018 |
| Sprint Backlog for Sprint 5 | | | | | Team | | 14/10/2018 |
| Implement Project | | | | | Team | | 15/10/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 17/10/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review task in Sprint 5  Assign new task in Sprint 6Discuss about suggest method | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Team asks Mr. Hung about suggest method.  Mr. Hung suggests using Google API. | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Fix SprintBacklog 6 | | | | | Team | | 17/10/2018 |
| Implement common API | | | | | Team | | 22/10/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 24/10/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review task in Sprint 6  Assign new task in Sprint 7 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung reviews tasks in Sprint 6 Mr. Hung assigns tasks for team in Sprint 7, which includes:  * Adjust tasks in the sprint backlog. * Implement the project with approved class diagram. | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| SprintBacklog 7 | | | | | Team | | 25/10/2018 |
| Fix class diagram | | | | | Team | | 26/10/2018 |
| Implement Project | | | | | Team | | 28/10/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 31/10/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review task in Sprint 7  Assign new task in Sprint 8 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung reviews sprint backlog of Sprint 7, and gives some feedbacks:   * Sprint backlog: Task must be described in more detail. * Leader should review task of others members.   Mr. Hung assign new task for Sprint 8. | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Sprint 8 | | | | | Team | | 6/11/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 07/11/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review task in Sprint 8  Assign new task in Sprint 9 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung reviews tasks in Sprint 8:  Mr. Hung assigns new tasks for Sprint 9:   * SprintBacklog for Sprint 9 | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| SprintBacklog 9 | | | | | Team | | 9/11/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 14/11/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| Mr. Hung reviews tasks in Sprint 9:  Mr. Hung assigns new tasks for Sprint 10: Sprint backlog for Sprint 10 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung reviews tasks in Sprint 9:   * Demo new interface + data + API.   Mr. Hung assigns new tasks for Sprint 10:   * SprintBacklog for Sprint 10 | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Implement APIs | | | | | Team | | 18/11/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 21/11/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review task in Sprint 10  Assign new task in Sprint 11 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung reviews tasks in Sprint 10:   * Show new algorithm to Mr.Hung (suggest posts for room master/member). * Complete Report 3 (merge with Report 1 and Report 2).   Mr. Hung assigns new tasks for Sprint 11:   * SprintBacklog for Sprint 11. * Demo new algorithm with database and check result. | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Demo new algorithm with database | | | | | Team | | 22/11/2018 |
| Complete Report 3 | | | | | Team | | 25/11/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 28/11/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | DucNDM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review task in Sprint 11  Assign new task in Sprint 12 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung reviews tasks in Sprint 11:   * Complete Report 3 (merge with Report 1 and Report 2). * New setting feature. * Demo algorithm. * Demo website.   Mr. Hung suggest :   * Rate room * Rate user   Mr. Hung assigns new tasks for Sprint 12:   * Change in algorithm * Define new algorithm about suggestion. * Prepare for report 4-5. | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Sprint 12 | | | | | Team | | 28/11/2018 |
| Rate room | | | | | Team | | 29/11/2018 |
| Rate user | | | | | Team | | 2/12/2018 |

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| **Meeting/Project Name:** | **Accommodation Sharing Platform** | | | | | | |
| **Date of Meeting:** | 5/12/2018 | | **Time:** | | | 09:00 | |
| **Secretary:** | ThongVM | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review task in Sprint 12 * Assign new task in Sprint 13  Review Report 1,2,3,4,5. | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Quang Nhật | | Team Leader | | nhatnqse62245@fpt.edu | | | |
| Nguyễn Đỗ Minh Đức | | Team Member | | ducndmse61767@fpt.edu.vn | | | |
| Vương Minh Thông | | Team Member | | thongvmse61739@fpt.edu.vn | | | |
| Hồ Công Trình | | Team Member | | trinhhcse61998@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung reviews task in Sprint 12:   * Demo new algorithm about suggestion.   Mr. Hung assigns new task for Sprint 13  Mr. Hung reviews Report 1,2,3,4,5:   * Fix business rule in use case detail. * Fix precondition in use case detail | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Fix Report 1,2,3,4,5 | | | | | Team | | 6/12/2018 |
| Sprint 13 | | | | | Team | | 8/12/2018 |