Meeting Minutes – Group 2

**Meeting No:** 2

**Location:** Room 111

**Date:** 14 May 2015

**Time:** 45 minutes

**Reporter**: Nguyễn Chí Kha

## Attendance

1. Kiều Trọng Khánh
2. Đinh Quang Trung
3. Nguyễn Hữu Phúc
4. Phùng Quang Minh Trí
5. Nguyễn Chí Kha

## Action Items

1. **Report No. 1 Introduction**
2. Rewrite 2. Introduction

What our team’s project can do? Which functions will be support? Summarize what would we do.

1. Edit 5.2 Advantages and disadvantages

- Add function to remind user about insurance’s expired date.

- Consider the fee to apply this system is really high? Does it worth?

1. Edit 6. Functional Requirements

- Change “Register” to “Request new contract”

- Add a system (scheduler or time) to change contract’s status.

- Add payment system (Paypal)

-> Both 2 are actor in use case diagram

- Change “Notify” to a component. System is scheduled to become trigger for “Notify” component.

1. **Review Report No.2 Software Project Management Plan**
2. Rewrite 1.3.1 Current Situation

- Similar to risks, declare problems, difficulties encountered in the project. About technically, human resources… Example: NFC tag could be counterfeited.

1. Edit 1.3.2 The Proposed System

- Rewrite preamble of this paragraph.

- Update 1.3.2.1 from “Register” to “Request new contract”

1. Update 1.3.3 Boundaries of the System

- Add NFC card.

1. Update 1.3.4 Development Environment

1.3.4.1 Hardware requirements

- Minimum requirements: use server OS’s minimum requirements.

- Recommended requirements: use testing computer’s configuration.

- Research and determine mobile development OS.

1. Edit 2.1 Software Process Model

- Explain the reason why use software development model is waterfall base on current situation and system in insurance companies, collected requirements and proposed solutions…

- Edit reference of Figure 1 Waterfall model

1. Rewrite 3. Project Management Plan

- Use format in CapstoneProject\_Guideline.pdf, change 3.1 Task to 3.1 Software development life cycle. Add 3.2 Phase Detail.

- Merge old tasks to phases.

1. Rewrite 4. Coding Convention

- List what convention applied in code and reference.

1. **Review core flow**

- Edit “Register” to “Request new contract”

- Add system (scheduler or time)

- Add payment system (Paypal)

1. **Review task list**

- KhaNC is responsible for front-end of website.

- PhucNH & TriPQM is responsible for back-end of website, API and a part of mobile apps.

1. **Deadlines**

- Summit Report No.1 Introduction: Sunday, 17 May, 11:55 PM.

- Summit Report No.2 Software Project Management Plan: Sunday, 24 May, 11:55 PM.

1. **Next meeting:** Tuesday, 19 May, 2015

- Review report 1, 2, core flow, task list

- Use case diagram

- Prototypes:

* 2 mobile apps
* Website