**I/ Minutes of Meeting - Phase 1: Project Kick-Off**

*Project Name:* Modernizing Fashion Forward Retail (FFR) Information System

*Meeting Date:* 11/5/2024

*Time:* 7:00 PM

*Location:* Online via Zoom

*Chair:* Nguyen Dinh Viet Hoang

*Participants:*

* Nguyen Dinh Viet Hoang
* Vo Hoang Tan
* Do Duy Tan
* Truong Tri Phong

*Discussion Content:*

1. **Define Project Scope:**
   * Focus on improving operational efficiency, personalizing customer experience and system security.
2. **Job Assignment:**
   * Hoang: In charge of parts 1, 2, editing minutes, reports and slide.
   * Tan: In charge of part 3 and prepare slide.
   * Tan: In charge of parts 4.2 and 4.3 and prepare slide.
   * Phong: In charge of parts 5 and 4.1 and prepare slide.
   * Source code: All the members.
3. **Completion Time:**
   * The report is expected to be completed within 4 weeks.
   * Each member updates their progress weekly.

*Decision:*

* Members begin researching the necessary information and making specific plans for each section.

*Minutes Maker:* Nguyen Dinh Viet Hoang

**II/ Minutes of Meeting - Phase 2: Analysis of Current Information Systems**

*Meeting Date:* 11/12/2024

*Time:* 7:00 PM

*Location:* Online via Discord

*Chair:* Nguyen Dinh Viet Hoang

*Participants:*

* Nguyen Dinh Viet Hoang
* Vo Hoang Tan
* Do Duy Tan
* Truong Tri Phong

*Discussion Content:*

1. **Analysis of Porter's 5 Forces Model:**
   * Hoang presents the results of the industry structure analysis.
   * Evaluate competitive factors, power of suppliers and buyers, threat of substitute products and barriers to entry.
2. **Define Target Market:**
   * Customers aged 18-45 in major cities.
3. **Competitive Strategy:**
   * Hoang presents the strategic stages: personalization of services, integration of AR and sustainable supply chain development.

*Decision:*

* Analysis of supply chain value and organization of information systems will be completed in the following week.

*Minutes Maker:* Nguyen Dinh Viet Hoang

**III/ Minutes - Phase 3: Organizational Issues**

*Meeting Date:* 11/19/2024

*Time:* 7:00 PM

*Location:* FFR Office

*Chair:* Vo Hoang Tan

*Participants:*

* Nguyen Dinh Viet Hoang
* Vo Hoang Tan
* Do Duy Tan
* Truong Tri Phong

*Discussion Content:*

1. **Current System Issues:**
   * Hoang Tan presented issues of manual processes, lack of centralized data and security limitations.
2. **Goals of the New System:**
   * Increase automation, enhance customer experience, improve reporting and security.
3. **Detailed Problem Analysis:**
   * Hoang Tan detailed issues related to hardware, software and data.

*Decision:*

* Define solutions for the new system, focusing on TPS, DSS and MIS.

*Minutes Maker:* Vo Hoang Tan

**IV/ Minutes - Phase 4: Proposing a New System**

*Meeting Date:* 11/26/2024

*Time:* 7:00 PM

*Location:* Online via Discord

*Chair:* Do Duy Tan

*Participants:*

* Nguyen Dinh Viet Hoang
* Vo Hoang Tan
* Do Duy Tan
* Truong Tri Phong

*Discussion Content:*

1. **Building a New System:**
   * Phong presents an overview usecase diagram and ERD.
   * Duy Tan describes improvement processes such as personalization, order management and loyalty programs.
2. **Integrating New Technology:**
   * Propose using AI in product recommendation and inventory management.

*Decision:*

* Complete the diagram presentation and detail the model before the next meeting.

*Minutes Maker:* Do Duy Tan

**V/ Minutes - Phase 5: Evaluation and Conclusion**

*Meeting Date:* 11/30/2024 - 12/5/2024

*Time:* All days starting at 7pm

*Location:* Online via Discord

*Chair:* Truong Tri Phong

*Participants:*

* Nguyen Dinh Viet Hoang
* Vo Hoang Tan
* Do Duy Tan
* Truong Tri Phong

*Discussion Content:*

1. **Advantages and Disadvantages of the New System:**
   * Phong analyzed the effectiveness and limitations in the implementation process.
2. **Conclusion and Lessons Learned:**
   * Phong presented lessons such as the importance of integration and customer-centric design.
3. **Future Directions:**
   * Hoang proposed to study the possibility of AR integration and a roadmap for periodic updates.

*Decision:*

* Submit the final report and submit it on time.

*Minutes Maker:* Truong Tri Phong