**Open-Source Software Development**

**Class: 17DTHQA1**

**Team: 4**

MEETING MINUTES

From: 16/03/2021 To 20/04/2021

The Customer meeting

**Team meeting minutes**

# Meeting info

Name: Trần Minh Quý

Members

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **ID** | **Name** | **Email** | **Position** | **Attendance** |
| 1 | 1711060507 | Trần Minh Quý | Tranminhquy1711@gmail.com | Leader | Present |
| 2 | 1711060830 | Nguyễn Văn Minh | Vanminh8109@gmail.com | Employee | Present |
| 3 | 1711060754 | Võ Thuận | Vothuan20499@gmail.com | Employee | Present |

Meeting objectives:

1. Discuss the project about customer needs
2. Planning and assigning project implementation

Date :16/03/2021

Time: 8:AM

Location: Coffee shop

# Meeting results

Week 1: Understand customer needs, implement projects, start researching the market, find information, consult unique interface design.

# Evaluation (from 16/03/2021 to 23/03/2021)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Member** | **Task assigned** | **Status** | **Problems** | **Evaluation** |
| 1 | Võ Thuận, Nguyễn Văn Minh | Meet customers and find out information | In progress 100% | No problem |  |
| 2 | Võ Thuận,Trần Minh Quý | Analysis | In progress 100% | No problem |  |
| 3 | Trần Minh Quý,Nguyễn Văn Minh | Design frontend | In progress 100% | No problem |  |
| 4 | Võ Thuận, Trần Minh Quý | Design backend | In progress 100% | No problem |  |
| 5 | Trần Minh Quý, Nguyễn Văn Minh | Design Database | In progress 100% | No problem |  |

# Task assignment (from 16/03/2021 to 23/03/2021)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Member** | **Task assigned** | **From** | **To** | **Expected results** |
| 1 | Võ Thuận, Nguyễn Văn Minh | Meet customers and find out information | 16/03/2021 | 23/03/2021 | Completed |
| 2 | Võ Thuận,Trần Minh Quý | Analysis | 23/03/2021 | 30/03/2021 | Completed |
| 3 | Trần Minh Quý,Nguyễn Văn Minh | Design frontend | 30/03/2021 | 06/04/2021 | Completed |
| 4 | Võ Thuận, Trần Minh Quý | Design backend | 06/04/2021 | 13/04/2021 | Conpleted |
| 5 | Trần Minh Quý, Nguyễn Văn Minh | Design Database | 13/04/2021 | 20/04/2021 | Completed |

1. **Proofs of meeting**

*- F2F meeting: take a picture of the meeting, upload the recorded audio file to Cloud, paste the share link here.*

*- Online meeting: take screenshots of conversations, upload the recorded audio/video file to Cloud, paste the share link here.*

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