



FACULTY OF COMPUTER SCIENCE  
CSE703014 - Project II

Meeting Minutes Document

<b>Team ID:</b>	Group 4		
<b>Project Name:</b>	TOEIC preparation website		
<b>Date of Meeting:</b>	16/09/2024	<b>Time:</b>	20:30 AM

**1. Meeting Objective**

*Task 1. Finalize the Tech*

**2. Attendance at Meeting**

<i>Student ID</i>	<i>Name</i>	<i>E-mail</i>	<i>Attended (Y/N)</i>
21010666	Đỗ Đăng Hoàn	21010666@st.phenikaa-uni.edu.vn	Y
21012317	Chu Tuấn Kiệt	21012317@st.phenikaa-uni.edu.vn	Y
Supervisor			



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*Write down the subjects discussed during the meeting and clearly indicate assigned tasks, actions planned, deadlines that is advised/planned to be executed below.*

**3. Topics, Issues discussed during the meeting and Decisions taken**

1. Finalize the Tech

2.

3.

4.

5.

...

**4. Next Meeting (if planned)**

**Ngày:** 23/09/2024

**Thời gian:** 20:30 PM

**Mục tiêu:**

Design UI/UX pages: Home page, Login, Sign Up, Forget Password

*\*Please fill this form, convert it to pdf and rename it, then submit it to supervisor via e-mail, no later than 24 hours after the meeting.*

**\*\*Naming of the document:**

*TeamID\_MeetingMinutesReport\_MeetingNo\_Date\_documentversion.pdf*

*(Example: T2301\_MeetingMinutesReport\_01\_15102022\_v1.pdf)*