| **Team ID:** | 04 | | |
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| **Project Name:** | Build a TOEIC test preparation web application | | |
| **Date of Meeting:** | 13/09/2024 | **Time:** | 11:00 AM |

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| 1. Meeting Objective |
| *Task 1: Finalize the Topic*  *Task 2: Design the Database* |

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| --- | --- | --- | --- |
| 2. Attendance at Meeting | | |  |
| ***Student ID*** | ***Name*** | ***E-mail*** | ***Attended (Y/N)*** |
| 21010666 | DO DANG HOAN | 21010666@st.phenikaa-uni.edu.vn | Y |
| 21012317 | CHU TUAN KIET | 21012317@st.phenikaa-uni.edu.vn | Y |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Supervisor | NGUYEN THI THUY LIEN | lien.nguyenthithuy@phenikaa-uni.edu.vn | Y |

*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. Create a website designed to help users prepare for the TOEIC exam. |
| 2. Develop and document the class diagram and entity-relationship diagram to outline the structure and relationships within the project. |
| 3. |
| 4. |
| 5. |
| … |

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| 4. Next Meeting (if planned) | | | | |
| **Date:** | | 16/09/2024 | **Time:** | 20:30 PM |
| Objective: | Finalize the Tech. | | | |

*\*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****)*