| **Team ID:** | 04 | | |
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| **Project Name:** | Build a TOEIC test preparation web application | | |
| **Date of Meeting:** | 18/11/2024 | **Time:** | 09:00 AM |

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| 1. Meeting Objective |
| *Task 1. Complete functions for users and managers*  *Task 2. Add data to the database*  *Task 3: Perform system testing* |

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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.*

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| 3. Topics, Issues discussed during the meeting and Decisions taken | |
| 1. Complete functions: User functions (Login, registration, password recovery, taking exams, providing feedback, etc ). Manager functions ( Add, edit, delete posts, users, exams, questions, etc ). |
| 2. Supplement data into the database. |
| 3. Test the completed functions. |
| 4. Summarize what has been achieved and what remains unfinished. |
| 5. |
| … |

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| 4. Next Meeting (if planned) | | | |
| **Ngày:** | 25/11/2024 | **Thời gian:** | 9:00AM |
| **Mục tiêu:** |  | | |

*\*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****)*