| **Team ID:** | Group 4 | | |
| --- | --- | --- | --- |
| **Project Name:** | TOEIC preparation website | | |
| **Date of Meeting:** | 16/09/2024 | **Time:** | 20:30 AM |

| 1. Meeting Objective |
| --- |
| *Task 1. Finalize the Tech* |

| 2. Attendance at Meeting | | |  |
| --- | --- | --- | --- |
| ***Student ID*** | ***Name*** | ***E-mail*** | ***Attended (Y/N)*** |
| 21010666 | Đỗ Đăng Hoàn | 21010666@st.phenikaa-uni.edu.vn | Y |
| 21012317 | Chu Tuấn Kiệt | 21012317@st.phenikaa-uni.edu.vn | Y |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Supervisor |  |  |  |

*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****)*