

# BIÊN BẢN HỌP NHÓM

## I. Background Information:

Group Name: 404 Not Found

Present:

|   | ID       | Full Name         | Email                      | Phone number |
|---|----------|-------------------|----------------------------|--------------|
| 1 | 23127203 | Trần Hữu Khang    | thkhang23@clc.fitus.edu.vn | 0909400548   |
| 2 | 23127361 | Thạch Ngọc Hân    | tnhan23@clc.fitus.edu.vn   | 0828333488   |
| 3 | 23127406 | Nguyễn Tấn Lộc    | ntloc23@clc.fitus.edu.vn   | 0867769759   |
| 4 | 23127460 | Lê Đình Minh Quân | ldmquan23@clc.fitus.edu.vn | 0866931605   |
| 5 | 23127488 | Lê Thị Minh Thư   | ltmthu23@clc.fitus.edu.vn  | 0348402072   |

Absent: None

## Purpose of the meeting:

- Continue finishing the description of the project.
- Completed the team contract based on everyone's approval.
- Make preparations for tomorrow's meeting with the lecturer.

## Meeting format:

Group Meeting Date: 22/5/2025.

Where: HCMUS 10<sup>th</sup> Floor Library

Begins at: 13h00 Until: 16h00

## II. Meeting result:

- Finished the description of the website, regarding all aspects.
- Completed the team contract based on everyone's approval.
- Prepare all the questions for the lecturer in tomorrow's meeting.

### III. Task Distribution:

|   | Full Name         | Assigned Task                          | Begin           | Due            | Expectation                                      |
|---|-------------------|--|-----------------|----------------|--|
| 1 | Trần Hữu Khang    | Complete the team contract             | 17:00<br>(22/5) | 8:00<br>(25/5) | Upload the contract to GitHub                    |
| 2 | Thạch Ngọc Hân    | Prepare questions for tomorrow meeting | 17:00<br>(22/5) | 8:00<br>(25/5) | Summarize the questions and post it to the group |
| 3 | Nguyễn Tấn Lộc    | Complete the team contract             | 17:00<br>(22/5) | 8:00<br>(25/5) | Have the contract finished on time               |
| 4 | Lê Đình Minh Quân | Prepare questions for tomorrow meeting | 17:00<br>(22/5) | 8:00<br>(25/5) | Summarize the questions and post it to the group |
| 5 | Lê Thị Minh Thư   | Complete the project description       | 17:00<br>(22/5) | 8:00<br>(25/5) | Write a markdown of it on GitHub                 |