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 10th Floor Library

Begins at: 13h00   Until**:**

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 (22/5)	8:00 (25/5)	Upload the contract to GitHub
2	Thạch Ngọc Hân	Prepare questions for tomorrow meeting	17:00 (22/5)	8:00 (25/5)	Summarize the questions and post it to the group
3	Nguyễn Tấn Lộc	Complete the team contract	17:00 (22/5)	8:00 (25/5)	Have the contract finished on time
4	Lê Đình Minh Quân	Prepare questions for tomorrow meeting	17:00 (22/5)	8:00 (25/5)	Summarize the questions and post it to the group
5	Lê Thị Minh Thư	Complete the project description	17:00 (22/5)	8:00 (25/5)	Write a markdown of it on GitHub

IV. Task grading:

	Full Name	Assigned Task	Expectation	Completeness
1	Trần Hữu Khang	Initialize the workspaces for the project.	Create a group chat, GitHub repostory, and a Google Drive folder.	10/10
2	Thạch Ngọc Hân	Make a project proposal.	Provide the necessary information of the project.	10/10
3	Nguyễn Tấn Lộc	Make a project proposal.	Provide the necessary information of the project.	10/10
4	Lê Đình Minh Quân	Make a project proposal.	Provide the necessary information of the project.	10/10
5	Lê Thị Minh Thư	Make a project proposal.	Provide the necessary information of the project.	10/10

Full Name	Comment
Trần Hữu Khang	Did a great job on initializing project workspaces, and distribute tasks equally to the members.
Thạch Ngọc Hân	Make good contributions to the project proposal.
Nguyễn Tấn Lộc	Clearly highlighted the major parts of the project.
Lê Đình Minh Quân	Make good contributions to the project proposal.
Lê Thị Minh Thư	Propose a common, straight-forward idea which is suitable for the group.