

Meeting Minutes

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	ntlloc23@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:

- Completed proposal.
- Distribute tasks to members in the next week.

Meeting format:

Group Meeting Date: 30/5/2025.

Where: Google Meet

Begins at: 13h30 Until: 15h

II. Meeting result:

- Finished the project proposal.
- Work distribution to all the members, especially developers.

III. Task Distribution:

	Full Name	Assigned Task	Begin	Due	Expectation
1	Trần Hữu Khang	Complete timeline	17:00 (30/5)	0:00 (6/6)	Complete and upload timeline in google drive
2	Thạch Ngọc Hân	Complete project proposal	17:00 (30/5)	0:00 (6/6)	Complete and upload project proposal in google
3	Nguyễn Tấn Lộc	Initialize a web project	17:00 (30/5)	0:00 (6/6)	Complete and upload primitive web project in github
4	Lê Đình Minh Quân	Initialize a web project	17:00 (30/5)	0:00 (6/6)	Complete and upload primitive web project in github
5	Lê Thị Minh Thư	Complete project proposal	17:00 (30/5)	0:00 (6/6)	Complete and upload project proposal in google

IV. Task grading:

	Full Name	Assigned Task	Expectation	Completeness
1	Trần Hữu Khang	Complete the team contract	Upload the contract to GitHub	10/10
2	Thạch Ngọc Hân	Prepare questions for tomorrow meeting	Summarize the questions and post it to the group	10/10
3	Nguyễn Tấn Lộc	Complete the team contract	Have the contract finished on time	10/10
4	Lê Đình Minh Quân	Prepare questions for tomorrow meeting	Summarize the questions and post it to the group	10/10
5	Lê Thị Minh Thư	Complete the project description	Write a markdown of it on GitHub	10/10

Full Name	Comment
Trần Hữu Khang	Fulfilled all the requirements in the contract.
Thạch Ngọc Hân	Made some notable questions as reference.
Nguyễn Tấn Lộc	Fulfilled all the requirements in the contract.
Lê Đình Minh Quân	Made some notable questions to the supervisor.
Lê Thị Minh Thư	Completed the proposal regarding all aspects.