**MEETING MINUTES**

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**Date:6/10/2016**

Contents

[1. MEETING OBJECTIVES 3](#_Toc465294389)

[2. ATTENDEES 3](#_Toc465294390)

[3. CONTENT 3](#_Toc465294391)

[4. APPROVAL OF MEETING 3](#_Toc465294392)

**The meeting begun at 9:50 am**

# MEETING OBJECTIVES

Warm up the VINASWAP project.

# ATTENDEES

|  |  |  |
| --- | --- | --- |
| **Name** | **Roles** | **Email** |
| To Dinh Hieu | Mentor |  |
| Nguyen Bao Thach | Team leader | b.thach511@gmail.com |
| Nguyen Hoang Nam Phuong | Team member | nguyenhoangnamphuong2110@gmail.com |
| Dang Quoc Viet | Team member | vietdang.2509@gmail.com |
| Tran Phan Trung Chanh | Team member | hunteratthenight@gmail.com |
| Nguyen Dang Quang | Team member | ndq.quang511@gmail.com |
| Nguyen Huu Tai | Team member | Nguyenhuutai1995k19t01@gmail.com |

# CONTENT

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Note** |
| 1 | To present Warm-up meeting about the VINASWAP project with mentor. |  |
| 2 | Talk about how to work and communicate between team and customer. |  |
| 3 | Discuss and set up the time meeting with mentor. |  |
| 4 | And especially talk about the mentor’s expectation. |  |

# APPROVAL OF MEETING

|  |  |
| --- | --- |
| **Name** | **Signature** |
| To Dinh Hieu (Mentor) |  |
| Nguyen Bao Thach (Team leader) |  |

**The meeting was finished at 11:30 am**