**MEETING MINUTES**

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**Date:25/10/2016**

Contents

[1. MEETING OBJECTIVES 3](#_Toc465294777)

[2. ATTENDEES 3](#_Toc465294778)

[3. CONTENT 3](#_Toc465294779)

[4. APPROVAL OF MEETING 3](#_Toc465294780)

**The meeting begun at 1:45 pm**

# MEETING OBJECTIVES

Prepare for planning.

# ATTENDEES

|  |  |  |
| --- | --- | --- |
| **Name** | **Roles** | **Email** |
| 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 | Discussing about model process |  |
| 2 | Discussing risk management |  |

# APPROVAL OF MEETING

|  |  |
| --- | --- |
| **Name** | **Signature** |
| Nguyen Bao Thach (Team leader) |  |

**The meeting was finished at 3:35pm**