**1/ GENERAL INFORMATION**

**Time:** 14/02/2022 from 20:00 -> 21:30

**Purpose:** Technology review, meeting routine and assign Task 1

**Meeting Leader:** Dương Thanh Thương

**Prepared by:** Nguyễn Công Đoàn

**Attendance:**

|  |  |
| --- | --- |
| Name | ID |
| Huỳnh Hữu Hạnh | 1910161 |
| Nguyễn Công Đoàn | 1910131 |
| Dương Thanh Thương | 1910218 |
| Nguyễn Lê Thanh Lộc | 1912871 |
| Võ Minh Chánh | 1910057 |

**2. MEETING NOTES, DECISIONS, ISSUES**

1. Review members’s report of the last week, mostly about technology.
2. Discuss about working style of team, the meetings arrangement and length of meetings: Thursday every week at 9pm.
3. Choose a team leader for the first 3 task: Hạnh. Choose 2 team leader for two sub team (backend: Đoàn and frontend: Lộc) for task 4 and 5.
4. Discuss requirements of Task 1.

**3. ACTION ITEMS**

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| --- | --- | --- |
| Member | Task | Due date |
| All members | Brain storm and complete a personal report for task 1. These reports will be discussed at next meeting | 20/02/2022 |