**Client meeting minutes**

Date: 26/7/2024

Time: 10:30am – 11:30am GMT+7

Location: Online – via Microsoft Teams

Scribe: Cuong Nhat Nguyen

Attendees: Cuong Nhat Nguyen, Dang Duc Anh Nguyen, Ha Huy Hoang Nguyen, Khang Minh Vuong

# **Minutes Details**

## **Agenda/Goals/Questions**

1. Ask client for final feedback to finalize documents
2. Ask client about the prototype to finalize prototype for final presentation

**Answers:**

1. The client is sastified with the document
2. The client is sastified with changed requested last week.

**Work to do for next week(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due date** | **Completed?** |
| 1 | Prepare SADRR | Toan, Duc Anh, Khang Minh | 26/7/2024 | Done |
| 2 | Prepare SQAP | Hoang, Toan | 19/7/2024 | Done |
| 3 | Prepare DSD&IR | Hoang, Nhat, Duc Anh | 26/7/2024 | Done |
| 4 | Training and prototyping | Hoang, Nhat | 26/07/2024 | Done |