**Client meeting minutes**

Date: 14/6/2024

Time: 10:00am – 11:00am GMT+7

Location: Online – via Microsoft Teams

Scribe: Dang Khanh Toan Nguyen

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

# **Minutes Details**

## **Agenda/Goals/Questions**

1. Ask client about Project Plan quality
2. Present the research effort on Algorithm

**Answers:**

1. The Project Plan document need adjustment to the time spent working, should be using gnatt chart to present the working plan.
2. The client recommend going deeper into state of the art algorithm

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due date** | **Completed?** |
| 1 | Prepare Project Plan | Group 4 | 14/6/2024 | Yes |
| 2 | Prepare SRS | Group 4 | 21/6/2024 | No |
| 3 | Research the recommended algorithm | Group 4 | 21/6/2024 | No |