**Client meeting minutes**

Date: 28/6/2024

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 SQAP, SADRR and DSD&IR documents
2. Ask client about implementation

**Answers:**

1. The client reccommends the process for quality controll plan (SQAP), Architecture that are feasible (SADRR)
2. The client request starting implementation, update progress each weeks and start algorithm evaluation for after 1 weeks

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due date** | **Completed?** |
| 1 | Prepare SADRR | Toan, Duc Anh, Khang Minh | 26/7/2024 | No |
| 2 | Implementations | Hoang, Nhat, Toan, Duc Anh | 5/7/2024 | No |
| 3 | Prepare SQAP | Hoang, Toan | 19/7/2024 | No |
| 4 | Prepare DSD&IR | Hoang, Nhat, Duc Anh | 26/7/2024 | No |