**Supervisor Meeting Minutes**

Date: 28/5/2024

Time: 10:00am GMT+7

Location: On campus

Scribe: All

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

# **Minutes Details**

## **Agenda/Goals/Questions**

1. Ask for recommendation on how to work with client effectively

**Answers:**

1. Working with client should be professional and puntual

## **Actions for next week(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Action | Who? | Date | Completed? |
| 1 | Immediately work on SRS and Project Plan | all | 21/6/2024 | No |
| 2 | Meet with client group to establish scope and requirements | all | 31/5/2024 | No |