**Group Meeting Minutes**

Date: 26/07/2024

Time: 10:00pm – 11:00pm

Location: Online – Microsoft Teams

Scribe: Nguyen Cuong Nhat

Attendees:

* QAI client/mentor: Nguyen Vo Thanh Khang
* Team members: Nguyen Cuong Nhat, Vuong Khang Minh, Nguyen Dang Duc Anh, Nguyen Ha Huy Hoang, Nguyen Dang Khanh Toan

# **Minutes Details**

## **Agenda/Goals/Questions:**

1. Finalized project report draft.
2. Prepared presentation for final project review.
3. Conducted final review meeting with mentor.
4. Submitted project report and presentation.

**Answers:**

1. Ensured the project report was comprehensive.
2. Prepared and reviewed the final presentation.
3. Received final feedback and approval from the mentor.

## **Actions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due** | **Done** |
| 1 | Submit project report and presentation. | All | Week 12 | Yes |
| 2 | Review project outcomes and future work. | All | Week 12 | Yes |
| 3 | Celebrate project completion. | All | Week 12 | Yes |