



FACULTY OF COMPUTER SCIENCE  
CSE702013 - Senior Project

Meeting Minutes Document

<b>Team ID:</b>	Management Software 3		
<b>Project Name:</b>	Developing an Online Book Sales Management Application on the Web Platform		
<b>Date of Meeting:</b>	19/03/2025	<b>Time:</b>	15:00

### 1. Meeting Objective

Listen to the findings of team members after one week.

Team members provide feedback on areas for improvement and necessary additions for each member.

Run the application test and request additional feedback from the project advisor.

Assign tasks and plan for the next week.

### 2. Attendance at Meeting

<i>Student ID</i>	<i>Name</i>	<i>E-mail</i>	<i>Attended (Y/N)</i>
22010380	Trịnh Thị Ngọc Anh	22010380@st.phenikaa-uni.edu.vn	Y
22010197	Phạm Vĩnh Khang	22010197@st.phenikaa-uni.edu.vn	Y
22010422	Lương Trung Hiếu	22010422@st.phenikaa-uni.edu.vn	Y
22010404	Vũ Xuân Hoan	22010404@st.phenikaa-uni.edu.vn	N
Supervisor	ThS.Vũ Quang Dũng	dung.vuquang@phenikaa-uni.edu.vn	Y



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*Write down the subjects discussed during the meeting and clearly indicate assigned tasks, actions planned, deadlines that is advised/planned to be executed below.*

#### 3. Topics, Issues discussed during the meeting and Decisions taken

1. The content that team members have researched in Task 4.
2. Modify and improve each team member's presentation.
3. Run the application and request additional feedback from the project supervisor.
4. Modify the application according to the project supervisor's guidance.

#### 4. Next Meeting (if planned)

<b>Date:</b>	26/03/2025	<b>Time:</b>	15:00
<b>Objective:</b>	Summary of Task 4. Demo the completed product. Write a comprehensive report on the project. Prepare the presentation slides.		

*\*Please fill this form, convert it to pdf and rename it, then submit it to supervisor via e-mail, no later than 24 hours after the meeting.*

**\*\*Naming of the document:**

*TeamID\_MeetingMinutesReport\_MeetingNo\_Date\_documentversion.pdf*  
*(Example: T2301\_MeetingMinutesReport\_01\_15102022\_v1.pdf)*