|  |
| --- |
| Group’s name goes here |
| MODULE’S name |
| MEETING MINUTES |

|  |  |
| --- | --- |
| LOCATION: | <Meeting Room at...> |
| Date: | <dd/mm/yyyy> |
| Attendees: | Nguyen Van A, Tran Van B, Nguyen Van C  Tran Thi D, Tran Van E, |
| ABSENT: | Ngo Thi F, Trinh Tran Phuong T |
| Time: | 00:00 AM/PM |

Agenda Items

1. **Previous Weekly Meeting Tasks:**

Task #1

Task #2

Task #3 …

1. **This Week’s Meeting Tasks:**

Task #1

Task #2

Task #3 …

1. **Members’ Process Record:**

|  |  |  |  |
| --- | --- | --- | --- |
| members’ name | tasks | Deadline | Status |
| Nguyen V. A, Tran V. B | A, B, C | 09/10 | 🟢 |
| Nguyen V. C, Tran T. D,  Tran V. E, | D, E, F | 26/10 | 🟡 |
| Ngo T. F, Trinh T.P. Tuan | G | 03/10 | 🔴 |
|  |  |  |  |

1. **Troubles & Problems**

1. Problem #1

- A can’t install Software T

2. Problem #2

- B doesn’t understand some glossaries in appendix of SRS document.

**…**

**IV. Agreements On Next Week’s Meeting**

|  |  |
| --- | --- |
| tasks | Deadline |
| Description of Task #1 | 26/10 |
| Description of Task #2 | 29/10 |
|  |  |
|  |  |