**SCHEDULE OF THE MEETING**

***MEETING DATE:*** OCTOBER 28TH, 2023

***ESTIMATED TIME:*** FROM 9:45 A.M. - 12:18 P.M.

***LOCATION:*** CLASSROOM D202 (AREA D) - DANANG UNIVERSITY OF ECONOMICS

***PARTICIPANTS:***

REPORTING GROUPS INCLUDE: CIN, APPENDICITIS, MABU, BLUE RIBBON.

TEAM LEADER - ABC

RECEPTIONIST GROUP - SEVENTEEN

LOGISTICS STAFF - MB

***HOPE THE MEETING GOES WELL!***

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| **TIME** | **GROUP IN CHARGE** | **CONTENTS** | **NOTE** |
| **9:45** | RECEPTIONIST GROUP **(SEVENTEEN)** | GREET PARTICIPANTS | BEFORE THE MEETING, THE ***SEVENTEEN*** WILL STAND AND GREET GUESTS AT THE DOOR, INVITE THE REPORTING GROUPS TO THEIR ASSIGNED SEATS. |
| **10:00**  **-**  **10:10** | TEAM LEADER  **(ABC)** | STATE THE PURPOSE OF THE MEETING AND DECLARE THE MEETING OPEN. | THE ***ABC*** WILL SEND A REPRESENTATIVE TO GIVE OPENING REMARKS ABOUT THE REASON FOR HOLDING THE MEETING AND ANNOUNCE THE LIST AND THE ORDER OF REPORTING GROUPS:  **1. CIN**  **2. APPENDICITIS**  **3. MABU**  **3. BLUE RIBBON** |
| **10:10**  **-**  **10:22** | REPORTING GROUP 1  **(CIN)** | PRESENT THE REPORT | + AFTER 12 MINUTES, THE ***REVIEWING GROUP*** ASKS **2 QUESTIONS** FOR THE **REPORTING GROUP** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **10:22**  **-**  **10:32** | REVIEWING GROUP 1  **(APPENDICITIS)** | ASK THE REPORTING GROUP QUESTIONS | + AFTER 12 MINUTES, THE ***REVIEWING GROUP*** ASKS **2 QUESTIONS** FOR THE **REPORTING GROUP** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **10:32**  **-**  **10:37** | TEAM LEADER  **(ABC)** | SUMMARIZE MAIN POINTS AND INTRODUCE NEXT GROUP | + AFTER 12 MINUTES, THE ***REVIEWING GROUP*** ASKS **2 QUESTIONS** FOR THE **REPORTING GROUP** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **10:37**  **-**  **10:49** | REPORTING GROUP 2  **(APPENDICITIS)** | PRESENT THE REPORT | + AFTER 12 MINUTES, THE ***REVIEWING GROUP*** ASKS **2 QUESTIONS** FOR THE **REPORTING GROUP** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **10:49**  **-**  **10:59** | REVIEWING GROUP 2  **(MABU)** | ASK THE REPORTING GROUP QUESTIONS | + AFTER 12 MINUTES, THE ***REVIEWING GROUP*** ASKS **2 QUESTIONS** FOR THE **REPORTING GROUP** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **10:59**  **-**  **11:04** | TEAM LEADER  **(ABC)** | SUMMARIZE MAIN POINTS AND ANNOUNCE 5-MINUTE BREAK | + AFTER 12 MINUTES, THE ***REVIEWING GROUP*** ASKS **2 QUESTIONS** FOR THE **REPORTING GROUP** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **11:04**  **-**  **11:09** |  | 5-MINUTE BREAK |  |
| **11:00**  **-**  **11:05** | TEAM LEADER  **(ABC)** | INTRODUCE THE NEXT GROUP REPORTING | **+** AFTER 12 MINUTES, THE ***BLUE RIBBON*** ASKS **2**  **QUESTIONS** FOR **MABU** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **11:05**  **11:13** | REPORTING REPORT 3  **(MABU)** | PRESENT THE REPORT | **+** AFTER 12 MINUTES, THE ***BLUE RIBBON*** ASKS **2**  **QUESTIONS** FOR **MABU** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **11:13**  **-**  **11:25** | REVIEWING GROUP 3  **(BLUE RIBBON)** | ASK THE REPORTING GROUP QUESTIONS | **+** AFTER 12 MINUTES, THE ***BLUE RIBBON*** ASKS **2**  **QUESTIONS** FOR **MABU** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **11:19**  **-**  **11:30** | TEAM LEADER  **(ABC)** | SUMMARIZE MAIN POINTS AND INTRODUCE NEXT GROUP | **+** AFTER 12 MINUTES, THE ***BLUE RIBBON*** ASKS **2**  **QUESTIONS** FOR **MABU** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + ***ABC*** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + ***SEVENTEEN*** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **11:21**  **-**  **11:33** | REPORTING REPORT 4  **(BLUE RIBBON)** | PRESENT THE REPORT | +AFTER 12 MINUTES, THE **CIN** ASKS 2 QUESTIONS FOR THE **BLUE RIBBON** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + **ABC** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + **SEVENTEEN** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **11:33**  **-**  **11:45** | REVIEWING GROUP 4  **(CIN)** | ASK THE REPORTING GROUP QUESTIONS | +AFTER 12 MINUTES, THE **CIN** ASKS 2 QUESTIONS FOR THE **BLUE RIBBON** TO ANSWER (DISCUSSION TIME IS 10 MINUTES).  + **ABC** SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + **SEVENTEEN** COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.  **TOTAL IS 30 MINUTES.** |
| **11:45**  **-**  **12:00** | TEAM LEADER  **(ABC)** | SUMMARIZE THE PROPOSAL OF EACH REPORTING GROUP AND CHOOSE THE BEST ONE | AFTER THE GROUPS HAVE FINISHED REPORTING, THE ***ABC*** REMARKS ON EACH GROUP'S PRESENTATION AND MAKES A DECISION ON WHICH PROPOSAL TO CHOOSE. |
| **12:00**  **-**  **12:10** | TEAM LEADER  **(ABC)** | CLOSE THE MEETING | ***ABC*** EXPRESSES THEIR THANKS AND DECLARES THE MEETING CLOSED |