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| **Minutes of meetings log between team members** | | | | | |
| **Meeting#** | **Date** | **Duration** | **Name of attendees** | **Type** | **Key action agreed upon** |
| 1 | 11/5/2018 | 1 hour  (in class) | Han Li | In class, and online | Decided about the business model. It is about a company of Fernando’s friend in Brazil which help Brazilian students come to Canada for studying.  Finished team forms and introduction of the business in MS word |
| Fernando Martins |
| Truong Giang Nguyen |
| Gaofeng |
|  |
| 2 | 18/5/2018 | 1 hour  (in class) | Han Li | In class, and online | Fernando asked his friend about some real requirement of his friend’s company. We discussed about 10 question of the interview. They are all about how company generating, the process and software utilizing, stakeholder |
| Fernando Martins |
| Truong Giang Nguyen |
| Gaofeng |
| Hojun Na |
| 3 | 25/5/2018 | 1 hour | Han Li | Through Internet | The 10 question of the interview was done in MS Word. Then we talked about 3 essential workflows, clarified about the procedures and relationships ( use cases). |
| Fernando Martins |
| Truong Giang Nguyen |
| Gaofeng |
| Hojun Na |
| 4 | 1/62018 | 40 hours | Han Li | In class and through WhatsApp | Complementing the workflows and Finishing 3 essential workflows in document file. |
| Fernando Martins |
| Truong Giang Nguyen |
| Gaofeng |
| Hojun Na |