

<R-Pet (Team 22)>

<Discord Meeting>

Meeting No: 1

**Meeting Details**

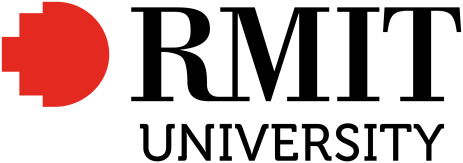
|  |  |
| --- | --- |
| **Date:** | April 16, 2022 |
| **Time:** | 09:05 PM - 09:31 PM (26 minutes) |
| **Attendees:** | Bui Nguyen Ngoc Tuan |
|  | Vo Tran Khanh Linh |
|  | Phan Quoc Thang |
|  | Nguyen Phuong Nam |
| **Apologies:** |  |
| **Copy To:** |  |

**Information / Decision**

|  |  |
| --- | --- |
| Item No. | Discussion Summary |
| 1 | Agenda Item |
| 2 | Agenda Item |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Who | By |
| 1 | <enter decision/information and any action item description attached>>  **Note 1:** The ‘Who’ must be someone present at or an apology for the meeting. If the item is to be actioned by neither of these, then someone in the meeting need be responsible for the action  **Note 2:** The numbering system is the number of the meeting followed by the action number. That way there is a record of which meeting the action was allocated.  **Note 3:** The action will be followed by an UPDATE: if it carries over a number of meetings | Who will complete | End date |
| 2 |  |  |  |
|  |  |  |  |



<R-Pet (Team 22)>

<Offline Meeting>

Meeting No: 2

**Meeting Details**

|  |  |
| --- | --- |
| **Date:** | April 18, 2022 |
| **Time:** | 10:28 AM – 02:00 PM (3 hours 22 minutes) |
| **Attendees:** | Bui Nguyen Ngoc Tuan |
|  | Vo Tran Khanh Linh |
|  | Phan Quoc Thang |
|  | Nguyen Phuong Nam |
| **Apologies:** |  |
| **Copy To:** |  |

**Information / Decision**

|  |  |
| --- | --- |
| Item No. | Discussion Summary |
| 1 | Agenda Item |
| 2 | Agenda Item |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Who | By |
| 1 | <enter decision/information and any action item description attached>>  **Note 1:** The ‘Who’ must be someone present at or an apology for the meeting. If the item is to be actioned by neither of these, then someone in the meeting need be responsible for the action  **Note 2:** The numbering system is the number of the meeting followed by the action number. That way there is a record of which meeting the action was allocated.  **Note 3:** The action will be followed by an UPDATE: if it carries over a number of meetings | Who will complete | End date |
| 2 |  |  |  |
|  |  |  |  |