|  |  |
| --- | --- |
| **DATE:** | Friday 05-10-2018 |
| **TIME:** | 10:00 AM – 11:00 AM  : AM |
| **LOCATION:** | Room 1.36  d |

**Meeting Minutes**

* **Attendee Names**
* Elahe Seyedkabirian, NguyenBao Quoc, Amin Jahromi, Le Viet An, Mikael Shaghelani lor
* **Attendees Not Present**

**Agenda**

* **Opening**
* **Discussing on buy ticket process on website**
* **Discussing on registration process on website**
* **Discussing on renting material process during the event**
* **Discussing on application forms**
* **Discussing on reserving camping spot process**
* **Closing**

**Action List**

|  |  |  |
| --- | --- | --- |
| **Action** | who | status |
| * Based on table add admin panel to database and application (over view of shop statistics for example how much money they made) * Start design website * Add organization chart to the project plan * Add Time table per milestone and skills to project plan      * Make website to first signup and have and account * Create host and guest for camping reservation | NguyenBao Quoc  Le Viet An  Elahe kabirian & Amin jahromi  Elahe kabirian  Elahe kabirian  Whole group  Elahe kabirian & Amin jahromi | In operation  In operation  Done  Done  In operation  In operation |

|  |  |
| --- | --- |
| **SECRETARY APPROVAL:** *(Signature & Date)* | Elahe Seyedkabirian 05-10-2018 |