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| **DATE:** | Friday 07-09-2018 |
| **TIME:** | 10:30 AM – 11:20 AM |
| **LOCATION:** | Room 2.37  d |

**Meeting Minutes**

* **Attendee Names**

Elahe Seyedkabirian, Amin Jahromi, Le Viet An, NguyenBao Quoc, Mikael Shaghelani, Vladimir Kabzar

* **Attendees Not Present**
* None

**Agenda**

* **Opening**
* **Choosing the type of event**
* **Choosing our leader and secretary**
* **Discuss on our company name and logo**
* **Talking with client and asking questions**
* **Discuss the design of application, website and database**
* **Start project plan, setup document and process report**
* **Closing**

**Action List**

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| --- | --- | --- |
| **Action** | who | status |
| Work division  Choose final logo and company name  Start project plan  Start website wireframes  Start ERD  Start Application wireframe  Start Minutes, setup document and project Report, | Whole group  Whole group  Whole group  Amin Jahromi  NguyenBao Quoc  Le Viet An  Elahe Seyedkabirian | Done  Done  In operation  In operation  In operation  In operation  In operation |

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| **SECRETARY APPROVAL:** *(Signature & Date)* | ELAHE SEYEDKABIRIAN |