|  |  |
| --- | --- |
| **DATE:** | Friday 14-09-2018 |
| **TIME:** | 11:00 AM – 12:00 AM  : AM |
| **LOCATION:** | Room 2.37  d |

**Meeting Minutes**

* **Attendee Names**
* Elahe Seyedkabirian, Amin Jahromi, Le Viet An, NguyenBao Quoc, Mikael Shaghelani
* **Attendees Not Present**
* Vladimir Kabzar-Formal Client

**Agenda**

* **Opening**
* **Asking mentor some questions about ERD, website and application visual design**
* **Receiving feedback from mentor on project plan, setup document, process report, ERD and visual designs**
* **Discussing our next activities**
* **Closing**

**Action List**

|  |  |  |
| --- | --- | --- |
| **Action** | who | status |
| Some changes in setup document  Finish the ERD  Finish GUI  Finish website wireframes  Some changes in project plan  Start event scenario | Whole group  NguyenBao Quoc  Le Viet An  Amin jahromi  Elahe Seyedkabirian  Elahe Seyedkabirian | In operation  In operation  In operation  In operation  In operation  In operation |

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