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| **DATE:** | Friday 21-09-2018 |
| **TIME:** | 09:00 AM –10AM  : 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**
* **Mentor’s feedback on project plan, process document and setup document**
* **Mentor’s feedback on website and application**
* **Closing**

**Action List**

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| --- | --- | --- |
| **Action** | who | status |
| Finish the project plan  Add scenario to setup doc  Process doc with more details  Start design website (1 or 2 pages design html & css) | Whole group  Whole group  Whole group | In operation  In operation  In operation |

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