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| **DATE:** | Wednesday 26-09-2018 |
| **TIME:** | 12:00 AM – 14:00 PM  : AM |
| **LOCATION:** | Room 1.36  d |

**Meeting Minutes**

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

**Agenda**

* **Opening**
* **Discussing on adjustments on project plan**
* **Discussing on buy ticket process**
* **Discussing on payment method we want to use on website**
* **Discussing on registration process on website**
* **Discussing on renting material process during the event**
* **Closing**

**Action List**

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| **Action** | who | status |
| Adjustments on wireframes based on our agreements  Start html and css (1 or 2 pages)  To show client | Whole group  Whole group | Done  Done |

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