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| **DATE:** | Wednesday 19-09-2018 |
| **TIME:** | 12:00 AM – 13:00 PM  : AM |
| **LOCATION:** | Room 2.37  d |

**Meeting Minutes**

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

**Agenda**

* **Opening**
* **Discussing on project plan**
* **Discussing on the scenario of the event**
* **Discussing about identification system we want to use**
* **Closing**

**Action List**

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| **Action** | who | status |
| Borrow RFID to see how it works  finish setup document  Choose which identification system we want to use  Changes in process plan  Create a scenario of the event  GUI  Website Wireframes  ERD | Whole group  Whole group  Whole group  Elahe Seyedkabirian  Elahe Seyedkabirian  Le Viet An  Amin Jahromi  NguyenBao Quoc | Done  Done  Done  Done  Done  Done  Done  Done |

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