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| **DATE:** | Friday 28-09-2018 |
| **TIME:** | 9:00 AM – 10:00 AM  : AM |
| **LOCATION:** | Room 1.36  d |

**Meeting Minutes**

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

**Agenda**

* **Opening**
* **Discussing on buy ticket process**
* **Discussing on registration process on website**
* **Discussing on renting material process during the event**
* **Closing**

**Action List**

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| **Action** | who | status |
| Add rent material page to website wireframes  Create Application forms to show client  Change registration process on website  Change use cases based on agreements on buying ticket, registration, rent materials | Whole group  Le Viet An  Whole group  Whole group | In operation  In operation  In operation  In operation |

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| **SECRETARY APPROVAL:** *(Signature & Date)* | Amin Jahromi |