**MINUTES OF MEETING DAY 15/4**

Today, at 20h p.m. on April 15, 2021.

In room M.10, University of Greenwich Vietnam

The meeting took place with the content: Discussing the Journal project

1. **Participants:**

**Secretary: Do Lam Hoang Anh**

**Other components:**

* **Nguyen Dang Khoa**
* **Tran Thi Thanh Binh**
* **Nguyen Ngoc Nhi**
* **Vo Hoang Yen**

1. **Meeting contents**
2. **Meeting goals**

**Report writing.**

1. **Contents**

**After completing the development and testing of the system, members in different roles will write individual reports and then summarize them into a group report. With the following roles:**

**Yen as a scrum master, synthesized the report into a group report.**

**Anh is a web designer working on user interface reports**

**Khoa and Binh proggramming in the role of implementing system functions will make reports explaining important code in the system.**

**Nhi tester performed test website.**

1. **Product backlog**

**No**

1. **Meeting conclusion:**

**Complete group report with attached file.**