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| --- | --- | --- | --- | --- | --- |
| Meeting – Work Division (Afternoon 09/09/2013) | | | | | |
| 09/09/2013 | | 06:10 pm – 06:40 pm | | Skype | |
| Note taker | HoangPH | | | | |
| Attendees | HoangPH, HuyNQ, BinhNT | | | | |
| Report One | | | | | |
| 06:10 pm | HoangPH | | | | |
| Discussion |  | | | | |
| Work division | | | | | |
| Conclusions |  | | | | |
| HoangPH will do the workflow, meeting minutes, report 1 | | | | | |
| HuyNQ and BinhNT will do the report 2 | | | | | |
| All work must be done before next meeting (Afternoon 10/09/2013). The next meeting will find error and intergrate, fix the error in these documents. | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| **Meeting Minutes, Workflow** | | | **HoangPH** | | 10/09/2013 |
| **Report 1** | | | **HoangPH** | | 10/09/2013 |
| **Report 2** | | | **HuyNQ, BinhNT** | | 10/09/2013 |