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| **Meeting/Project Name:** | **Website Checker System** | | | | | | |
| **Date of Meeting:** | 31/10/2018 | | **Time:** | | | 10:30 | |
| **Secretary:** | TrinhND | | **Location:** | | | Room 509FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Report process of sprint 7  Assign task for team in sprint 8 | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Nguyễn Huy Hùng | | Supervisor | | hungnh@fpt.edu.vn | | | |
| Nguyễn Trương Thúy Vi | | Team Leader | | vinttse62116@fpt.edu.vn | | | |
| Lê Ngọc Trường | | Team Member | | truonglnse61777@fpt.edu.vn | | | |
| Nguyễn Đức Trịnh | | Team Member | | trinhndse62136@fpt.edu.vn | | | |
| Trần Phúc Anh | | Team Member | | anhtpse61789@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| Mr. Hung supports team:Evaluate quality of sprint 7  * Assign Task for team in sprint 8 * Review and evaluate quality   Team also present something:   * Demo Spelling * Demo Sequence Diagrmam * Show Newest ERD | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Research how to check grammar | | | | | Team | | 06/11/2018 |
|  | | | | | Team | | 06/11/2018 |
|  | | | | | Team | | 06/11/2018 |