# **MEETING AGENDA**

| **Meeting/Project Name:** | MOLA | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | September 21, 2016 | **Time:** |  |
| **Meeting Facilitator:** |  | **Location:** | Room 107 |

|  |
| --- |
| 1. Meeting Objective |
| Know when to submit report.  Should we allow learner vote unlearned course?  Should we allow teacher to change native language?  Should we allow teacher to add multiple native language?  Voice Call or Video Call?  Send git repository. |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendees | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Mr. Nguyễn Huy Hùng | Supervisor |  |  |
| Trần Quang Phúc |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Review Conceptual Diagram | PhucTQ |  |
| Review Logical Diagram | PhucTQ |  |
| Review Use-case Diagram | PhucTQ |  |
| Review Report 1 | DuyNC |  |
| Review Sprint Backlog |  |  |

|  |  |
| --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | |
| **Description** | **Prepared by** |
|  |  |
|  |  |
|  |  |
|  |  |

# **MEETING MINUTES**

| **Meeting/Project Name:** | | |  | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | | |  | | | | **Time:** | | | |  | | | |
| **Minutes Prepared By:** | | |  | | | | **Location:** | | | |  | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
|  | | | |  | | | |  | | | | |  | |
|  | | | |  | | | |  | | | | |  | |
|  | | | |  | | | |  | | | | |  | |
|  | | | |  | | | |  | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | | | **Time:** |  | | | **Location:** | | |  | | |
| Objective: |  | | | | | | | | | | | | | |