# **MEETING AGENDA**

| **Meeting/Project Name:** | MOLA | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | September 21, 2016 | **Time:** |  |
| **Meeting Facilitator:** |  | **Location:** | Room 103 |

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| 1. Meeting Objective |
| Know when to submit report.  Should we allow learner vote unlearned course?  yes  Should we allow teacher to change native language?  allow  Should we allow teacher to add multiple native language?  Yes  Voice Call or Video Call?  Send git repository.  Absent -> call, mail  Edit sprint backlog  Edit use-case  Do mockup  Do physical data model |

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| 2. Attendees | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Mr. Nguyễn Huy Hùng | Supervisor |  |  |
| Trần Quang Phúc |  |  |  |
| Nguyễn Phước Thành | Guest |  |  |
| Vũ Khánh Hưng | Guest |  |  |

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| 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 |  |  |

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

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