# **MEETING MINUTES**

| **Meeting/Project Name:** | | | MOLA | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | | | September 28, 2016 | | | | **Time:** | | | | 12h30 - 13h15 | | | |
| **Minutes Prepared By:** | | | Trần Quang Phúc | | | | **Location:** | | | | Room 103 | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
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| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Mr. Nguyễn Huy Hùng | | | | Supervisor | | | |  | | | | |  | |
| Trần Quang Phúc | | | |  | | | |  | | | | |  | |
| Nguyễn Cao Duy | | | |  | | | |  | | | | |  | |
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| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Re-prioritizes the Product Backlog | | | | | | | | | |  | | | |  |
| Adjusting Release Plans | | | | | | | | | |  | | | |  |
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| Q&A: | | | | | | | | | |  | | | |  |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
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| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | September 30, 2016 | | | **Time:** | 12h30 - 13h15 | | | **Location:** | | | Room 103 | | |
| Objective: |  | | | | | | | | | | | | | |