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| **Meeting/Project Name:** | TripSharing | | |
| **Date of Meeting:** |  | **Time: (Type)** | 2 hours  (face-to-face) |
| **Meeting Called by:** | ThaiHV | **Location:** |  |
| **Note Taker:** | PhongTV | **Time Keeper:** | PhongNV |
| **1. Meeting Objective** | | | |
| * Choose name and idea for the project * Set rules for the team | | | |
| **2. Attendance** | | | |
| **Name** | **Role** | **Email** | **Phone** |
| ThaiHV | Project Manager  Developer  Business Analyst | thaihvse048010@fpt.edu.vn | 0349940158 |
| PhongNV | Technical Leader  Designer |  |  |
| PhongTV | Design Leader  Developer  Tester |  |  |
| TruongLX | Business Analysis Leader  Developer  Tester |  |  |
| LinhLP | Test Leader  Developer |  |  |
| **3. Content** | | | |
|  | | | |
| **4. Note** | | | |
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