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| **Meeting/Project Name:** | **Motorbike Accessories Inventory Management with RFID** | | | | | | |
| **Date of Meeting:** | 06/08/2019 | | **Time:** | | | 08:45 | |
| **Secretary:** | HoangNH | | **Location:** | | | Room 505FPT University | |
| **1. Meeting Objective** | | | | | | | |
| * Review project * Review document | | | | | | | |
| **2. List of Attendees** | | | | | | | |
| **Name** | | **Department/Division** | | **E-mail** | | | |
| Lại Đức Hùng | | Supervisor | | hungld5@fe.edu.vn | | | |
| Phạm Minh Hoàng | | Team Leader | | hoangpmse62769@fpt.edu.vn | | | |
| Nguyễn Trường Thịnh | | Team Member | | thinhntse61887@fpt.edu.vn | | | |
| Đỗ Trung Hiếu | | Team Member | | hieudtse61847@fpt.edu.vn | | | |
| Nguyễn Huy Hoàng | | Team Member | | hoangnhse62442@fpt.edu.vn | | | |
| **3. Content** | | | | | | | |
| * Review, chỉnh sửa project * Review, chỉnh sửa document * Review task sheet | | | | | | | |
| **4. Action Items** | | | | | | | |
| **Action** | | | | | **Owner** | | **Due Date** |
| Hoàn thiện project | | | | | Team | | 08/08/2019 |
| Hoàn thiện full document | | | | | Team | | 08/08/2019 |