**SCHEDULE OF THE MEETING**

***MEETING DATE:***

OCTOBER 28TH, 2023

***ESTIMATED TIME:***

FROM 9:45 A.M. - 12:18 P.M.

***LOCATION:***

CLASSROOM D202 (AREA D) - DANANG UNIVERSITY OF ECONOMICS

***PARTICIPANTS:***

REPORTING GROUPS INCLUDE: CIN, APPENDICITIS, MABU, BLUE RIBBON.

TEAM LEADER - ABC

RECEPTIONIST GROUP - SEVENTEEN

LOGISTICS STAFF - MB

***HOPE THE MEETING GOES WELL!***

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| TIME | GROUP IN CHARGE | CONTENTS | NOTE |
| 9:45 | RECEPTIONIST GROUP (SEVENTEEN) | GREET PARTICIPANTS | BEFORE THE MEETING, THE SEVENTEEN WILL STAND AND GREET GUESTS AT THE DOOR, INVITE THE REPORTING GROUPS TO THEIR ASSIGNED SEATS. |
| 10:00  - 10:10 | TEAM LEADER (ABC) | STATE THE PURPOSE OF THE MEETING AND DECLARE THE MEETING OPEN. | THE ABC WILL SEND A REPRESENTATIVE TO GIVE OPENING REMARKS ABOUT THE REASON FOR HOLDING THE MEETING AND ANNOUNCE THE LIST AND THE ORDER OF REPORTING GROUPS:  1. CIN 2. APPENDICITIS 3. MABU  3. BLUE RIBBON |
| 10:10 - 10:22 | REPORTING GROUP 1 (CIN) | PRESENT THE REPORT | + AFTER 12 MINUTES, THE REVIEWING GROUP ASKS 2 QUESTIONS FOR THE REPORTING GROUP TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 10:22 - 10:32 | REVIEWING GROUP 1 (APPENDICITIS) | ASK THE REPORTING GROUP QUESTIONS | + AFTER 12 MINUTES, THE REVIEWING GROUP ASKS 2 QUESTIONS FOR THE REPORTING GROUP TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 10:32 - 10:37 | TEAM LEADER (ABC) | SUMMARIZE MAIN POINTS AND INTRODUCE NEXT GROUP | + AFTER 12 MINUTES, THE REVIEWING GROUP ASKS 2 QUESTIONS FOR THE REPORTING GROUP TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 10:37 - 10:49 | REPORTING GROUP 2 (APPENDICITIS) | PRESENT THE REPORT | + AFTER 12 MINUTES, THE REVIEWING GROUP ASKS 2 QUESTIONS FOR THE REPORTING GROUP TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 10:49 - 10:59 | REVIEWING GROUP 2 (MABU) | ASK THE REPORTING GROUP QUESTIONS | + AFTER 12 MINUTES, THE REVIEWING GROUP ASKS 2 QUESTIONS FOR THE REPORTING GROUP TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 10:59 - 11:04 | TEAM LEADER (ABC) | SUMMARIZE MAIN POINTS AND ANNOUNCE 5-MINUTE BREAK | + AFTER 12 MINUTES, THE REVIEWING GROUP ASKS 2 QUESTIONS FOR THE REPORTING GROUP TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 11:04 - 11:09 |  | 5-MINUTE BREAK |  |
| 11:00 - 11:05 | TEAM LEADER  (ABC) | INTRODUCE THE NEXT GROUP REPORTING | + AFTER 12 MINUTES, THE BLUE RIBBON ASKS 2  QUESTIONS FOR MABU TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 11:05  11:13 | REPORTING REPORT 3 (MABU) | PRESENT THE REPORT | + AFTER 12 MINUTES, THE BLUE RIBBON ASKS 2  QUESTIONS FOR MABU TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 11:13 - 11:25 | REVIEWING GROUP 3 (BLUE RIBBON) | ASK THE REPORTING GROUP QUESTIONS | + AFTER 12 MINUTES, THE BLUE RIBBON ASKS 2  QUESTIONS FOR MABU TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 11:19 - 11:30 | TEAM LEADER (ABC) | SUMMARIZE MAIN POINTS AND INTRODUCE NEXT GROUP | + AFTER 12 MINUTES, THE BLUE RIBBON ASKS 2  QUESTIONS FOR MABU TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 11:21 - 11:33 | REPORTING REPORT 4 (BLUE RIBBON) | PRESENT THE REPORT | +AFTER 12 MINUTES, THE CIN ASKS 2 QUESTIONS FOR THE BLUE RIBBON TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 11:33 - 11:45 | REVIEWING GROUP 4 (CIN) | ASK THE REPORTING GROUP QUESTIONS | +AFTER 12 MINUTES, THE CIN ASKS 2 QUESTIONS FOR THE BLUE RIBBON TO ANSWER (DISCUSSION TIME IS 10 MINUTES). + ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.  + SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS. TOTAL IS 30 MINUTES. |
| 11:45 - 12:00 | TEAM LEADER  (ABC) | SUMMARIZE THE PROPOSAL OF EACH REPORTING GROUP AND CHOOSE THE BEST ONE | AFTER THE GROUPS HAVE FINISHED REPORTING, THE ABC REMARKS ON EACH GROUP'S PRESENTATION AND MAKES A DECISION ON WHICH PROPOSAL TO CHOOSE. |
| 12:00 - 12:10 | TEAM LEADER (ABC) | CLOSE THE MEETING | ABC EXPRESSES THEIR THANKS AND DECLARES THE MEETING CLOSED |