

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

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 ENTER THE CLASSROOM.

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.  
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.  
+ ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING GROUP.

+ SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWINGGROUP AND INDIVIDUAL SHEET  
TOTAL IS 30 MINUTES.

10:22

-

10:32

REVIEWING GROUP 1

(APPENDICITIS)

ASK THE REPORTING GROUP QUESTIONS

10:32

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10:37

TEAM LEADER

(ABC)

SUMMARIZE MAIN POINTS AND INTRODUCE NEXT GROUP

10:37

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10:49

REPORTING GROUP 2

(APPENDICITIS)

PRESENT THE REPORT

10:49

-

10:59

REVIEWING GROUP 2

(MABU)

ASK THE REPORTING GROUP QUESTIONS

10:59

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11:04

TEAM LEADER

(ABC)

SUMMARIZE MAIN POINTS AND ANNOUNCE 5-MINUTE BREAK

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 REPORTINGGROUP AFTER EACH REPORTING

+ SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWINGGROUP AND INDIVIDUAL SHE

TOTAL IS 30 MINUTES.

11:05

11:13

REPORTING REPORT 3

(MABU)

PRESENT THE REPORT

11:13

-

11:25

REVIEWING GROUP 3

(BLUE RIBBON)

ASK THE REPORTING GROUP QUESTIONS

11:19

-

11:30

TEAM LEADER

(ABC)

SUMMARIZE MAIN POINTS AND INTRODUCE NEXT GROUP

11:21

-

11:33

REPORTING REPORT 4

(BLUE RIBBON)

PRESENT THE REPORT

+AFTER 12 MINUTES, THE CIN ASKS 2 QUESTIONS FOR THE BLUE RIBBON TOANSWER (DISCUSSION TIME IS

+ ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTINGGROUP AFTER EACH REPORTING

+ 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

11:45

-

12:00

TEAM LEADER

(ABC)

SUMMARIZE THE PROPOSAL OF EACH REPORTING GROUP AND CHOOSE THEBEST ONE

AFTER THE GROUPS HAVE FINISHED REPORTING, THE ABC REMARKS ON EACHGROUP'S PRESENTATION AN

12:00

-

12:10

TEAM LEADER

(ABC)  
CLOSE THE MEETING  
ABC EXPRESSES THEIR THANKS AND DECLARES THE MEETING CLOSED  
HOPE THE MEETING GOES WELL!