**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!***

|  |  |  |  |
| --- | --- | --- | --- |
| TIME**TIME** | GROUP IN CHARGE**GROUP IN CHARGE** | CONTENTS **CONTENTS** | NOTE**NOTE** |
| 9:45 **9:45** | RECEPTIONIST GROUP (SEVENTEEN)RECEPTIONIST GROUP **(SEVENTEEN)** | GREET PARTICIPANTSGREET PARTICIPANTS | BEFORE THE MEETING, THE SEVENTEEN WILL STAND AND GREET GUESTS AT THE DOOR, INVITE THE REPORTING GROUPS TO THEIR ASSIGNED SEATS.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**10:00 -10:10** | TEAM LEADER (ABC)TEAM LEADER**(ABC)** | STATE THE PURPOSE OF THE MEETING AND DECLARE THE MEETING OPEN.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 RIBBONTHE ***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. CIN2. APPENDICITIS3. MABU 3. BLUE RIBBON** |
| 10:10 - 10:22**10:10-10:22** | REPORTING GROUP 1 (CIN) REPORTING GROUP 1**(CIN)** | PRESENT THE REPORT  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.+ 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**10:22-10:32** | REVIEWING GROUP 1 (APPENDICITIS)REVIEWING GROUP 1**(APPENDICITIS)** | ASK THE REPORTING GROUP QUESTIONS  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.+ 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**10:32-10:37** | TEAM LEADER (ABC)TEAM LEADER**(ABC)** | SUMMARIZE MAIN POINTS AND INTRODUCE NEXT GROUPSUMMARIZE 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.+ 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**10:37-10:49** | REPORTING GROUP 2 (APPENDICITIS)REPORTING GROUP 2**(APPENDICITIS)** | PRESENT THE REPORT 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.+ 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**10:49-10:59** | REVIEWING GROUP 2 (MABU)REVIEWING GROUP 2**(MABU)** | ASK THE REPORTING GROUP QUESTIONS  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.+ 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**10:59-11:04** | TEAM LEADER (ABC)TEAM LEADER**(ABC)** | SUMMARIZE MAIN POINTS AND ANNOUNCE 5-MINUTE BREAKSUMMARIZE 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.+ 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**11:04-11:09** |  | 5-MINUTE BREAK        5-MINUTE BREAK |  |
| 11:00 - 11:05**11:00-11:05** | TEAM LEADER  (ABC)TEAM LEADER **(ABC)** | INTRODUCE THE NEXT GROUP REPORTINGINTRODUCE 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.**+** 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**11:0511:13** | REPORTING REPORT 3 (MABU)REPORTING REPORT 3**(MABU)** | PRESENT THE REPORT 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.**+** 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**11:13-11:25** | REVIEWING GROUP 3 (BLUE RIBBON)REVIEWING GROUP 3**(BLUE RIBBON)** | ASK THE REPORTING GROUP QUESTIONS  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.**+** 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**11:19-11:30** | TEAM LEADER (ABC)TEAM LEADER**(ABC)** | SUMMARIZE MAIN POINTS AND INTRODUCE NEXT GROUPSUMMARIZE 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.**+** 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**11:21-11:33** | REPORTING REPORT 4 (BLUE RIBBON)REPORTING REPORT 4**(BLUE RIBBON)** | PRESENT THE REPORTPRESENT 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. +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**11:33-11:45** | REVIEWING GROUP 4 (CIN)REVIEWING GROUP 4**(CIN)** | ASK THE REPORTING GROUP QUESTIONS 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. +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**11:45-12:00** | TEAM LEADER  (ABC)TEAM LEADER **(ABC)** | SUMMARIZE THE PROPOSAL OF EACH REPORTING GROUP AND CHOOSE THE BEST ONESUMMARIZE 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.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**12:00-12:10** | TEAM LEADER (ABC)TEAM LEADER**(ABC)** | CLOSE THE MEETINGCLOSE THE MEETING | ABC EXPRESSES THEIR THANKS AND DECLARES THE MEETING CLOSED ***ABC*** EXPRESSES THEIR THANKS AND DECLARES THE MEETING CLOSED |