## **Remote Learning System Meeting Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name | |  | Project Code |  |
| Project Manager | | Nguyen Thi Trang | Conductor | Bùi Đình Chiến |
| Secretary | Le Thi Thu Trang |
| Date | | /09/2020 | Time | 9h10 - 10h50 |
| Venue | | FPT University – L207 | | |
| 1. Meeting Objective | | | | |
|  | | | | |
| 2. Attendees | | | | |
| No | Full Name | Unit/ Group | Position | Attendance |
| 1 | Bùi Đình Chiến | FPT University | Supervisor | Attended |
| 2 | Nguyen Thi Trang | FPT University | Team Leader |  |
| 3 | Do Trung Duc | FPT University | Team Member |  |
| 4 | Nguyen Duc Thien | FPT University | Team Member |  |
| 5 | Le Thi Thu Trang | FPT University | Team Member |  |
| 6 | Do Ngoc Khanh | FPT University | Team Member |  |
| 3. Done tasks | | | | |
|  | | | | |
| 4. New Tasks | | | | |
|  | | | | |
| 5. Risk & Difficulty | | | | |
|  | | | | |