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| First Meeting – Startup (Morning 07/01/2014) | | | | | |
| 07/01/2014 | | 11:15 am – 12:00 pm | | Room 308 | |
| Note taker | TanMV | | | | |
| Attendees | KhanhKT, TanMV, PhongBV,NghiaHD, TuanTL | | | | |
| Start project | | | | | |
| 11:15 am | All | | | | |
| Discussion |  | | | | |
| Some issues in project: workflow, technical use for project. | | | | | |
| Conclusions |  | | | | |
| Consult the workflow and update if necessary. | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| None | | |  | |  |
| Discuss about the document for the project | | | | | |
| 11:30 am | All | | | | |
| Discussion |  | | | | |
| The necessary document: Report 1, Task sheet | | | | | |
| Conclusions |  | | | | |
| Consult the template of the report 1 and task sheet to complete in time. | | | | | |
| Action Items | | | Person Responsible | | Deadline |
|  | | |  | | 10/01/2014 |