# **MEETING MINUTES**

| **Meeting/Project Name:** | | | Mobile Based Language Learning Application | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** (DD/MM/YYYY) | | | 24/07/2017 | | | | **Time:** | | | | 15:15 | | | |
| **Minutes Prepared By:** | | | QuangNN | | | | **Location:** | | | | FPT University | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| * Review business * Report 4 * **Fix bug** | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
| Nguyễn Huy Hùng | | | | Supervisor | | | | [hungnh@fpt.edu.vn](mailto:hungnh@fpt.edu.vn) | | | | | 0908567687 | |
| Lê Ngọc Hiếu | | | | Team Leader | | | | Hieulnse61723@fpt.edu.vn | | | | | 0907769634 | |
| Nguyễn Nhật Quang | | | | Team Member | | | | Quangnnse61472@fpt.edu.vn | | | | | 0974345404 | |
| Đỗ Hoàng Nguyên | | | | Team Member | | | | Nguyendhse61556@fpt.edu.vn | | | | | 0914834032 | |
| Trương Thanh Lâm | | | | Team Member | | | | [Lamttse61257@fpt.edu.vn](mailto:Lamttse61257@fpt.edu.vn) | | | | | 01663253023 | |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Fix Bug | | | | | | | | | | Whole team | | | |  |
| Write report 4 | | | | | | | | | | Whole team | | | |  |
| Write report 5 | | | | | | | | | | Whole team | | | |  |
| Question issue | | | | | | | | | | Whole team | | | |  |
|  | | | | | | | | | |  | | | |  |
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| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (DD/MM/YYYY) | | 07/08/2017 | | | **Time:** | 15:15 | | | **Location:** | | | FPT University | | |
| Objective: | * Test case * Review report 4, 5 | | | | | | | | | | | | | |