# **MEETING MINUTES**

| **Meeting/Project Name:** | | | Mobile Based Language Learning Application | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** (DD/MM/YYYY) | | | 29/05/2017 | | | | **Time:** | | | | 15:15 | | | |
| **Minutes Prepared By:** | | | QuangNN | | | | **Location:** | | | | FPT University | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| * Review usecase overview * Review mockup UI * Review ERD * Review report 1 | | | | | | | | | | | | | | |
| 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 UI mockup | | | | | | | | | | HieuLN | | | |  |
| Fix use case overview | | | | | | | | | | QuangNN | | | |  |
| Fix ERD | | | | | | | | | | NguyenDH | | | |  |
| Fix report 1 | | | | | | | | | | LamTT | | | |  |
| Question issue | | | | | | | | | | Whole team | | | |  |
|  | | | | | | | | | |  | | | |  |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (DD/MM/YYYY) | | 12/06/2017 | | | **Time:** | 15:15 | | | **Location:** | | | FPT University | | |
| Objective: | * Implement UI * Review use case * Report 2 | | | | | | | | | | | | | |