



Initial meeting with Supervisor - 15 Oct 2022

Meeting information

Meeting time	3:15pm - 5:05pm (IST)
Meeting date	15 Oct 2022
Meeting topic / objectives	Initial meeting with the supervisor to discuss about the work schedule and principles
Method	Offline meeting - Room I82 - HCMUS, HCMC, Vietnam

Members and roles

ID	Member	Role
1	Dr. Nhan Le Thi	Supervisor
2	Tan Le Tran Ba	Interviewer
3	Nhan Nguyen Cao	Support Interviewer, Support Secretary
4	Chuong Pham Dinh	Secretary
5	Trang Ho Ngoc Thao	Supporter (absent from the meeting due to Covid-19 affected)

Meeting actions

Action	Person responsible	
Greeting	2	
Introduce the project teams and Client to the Supervisor.	3	

Action	Person responsible	
Dr. Nhan Le asked about the last Client meeting.	1	Some unclear points: what is the purpose of the research phase, and which approach to focus for seeking papers.
Dr. Nhan Le shared about the process of meeting Client.	1	
Dr. Nhan Le suggested questions for team to ask Client on the following meeting.	1	What is the purpose of the research phase, and which approach to focus for seeking papers? Is it acceptable for the teams to conduct the project at FromLabs office?
Dr. Nhan Le shared about the Project milestones	1	Dr. Nhan Le emphasized the importance of the Project Proposal, and suggest focusing on this event first, ensuring the project is feasibility
Team asked about Project Proposal requirements	3	
Dr. Nhan Le shared about the Project Proposal	1	Past experience about whether the unclear requirements could lead to a decision of infeasibility of the project
Dr. Nhan Le instructed for the weekly tasks	1	Weekly report and Spring progress checking
Dr. Nhan Le recommended reference source for research.	1	NCBI PubMed library
Team asked about meeting schedule	4	Dr. Nhan is available every Saturday, however, only meet if there are problems or sudden issues. Otherwise, will handle the meeting online

Action	Person responsible	
Team asked about contact information	4	Option 1: via Email (the recommended) Option 2: via Facebook (Dr. Nhan requested sending team's facebook so she would create a group on Messenger for contacting) Option 3: via Phone number (Dr. Nhan requested sending team's mobile numbers so she would store in the contact list) ⇒ Only for emergency cases
Conclusion and goodbye	2	

Attendance report

Member	Joined	Leaved	In-meeting duration
1	3:14:30 PM	5:10:20 PM	1h 55m 50s
2	2:58:14 PM	5:03:10 PM	2h 4m 56s
3	2:56:50 PM	5:03:14 PM	2h 6m 24s
4	2:55:30 PM	5:03:09 PM	2h 7m 39s
5	Absent	Absent	0 min (<i>absent due to Covid-19 affected</i>)