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| |  |  | | --- | --- | | **daihoc** | meeting minuteS | | | | | | | | |
| **Project:** | | Dandelion | | **Project Code:** | | DDL | |
| **Project Manager:** | | Lưu Ngọc Mạnh | | **Conductor:** | | Nguyễn Văn Sang | |
| **Secretary:** | | Nguyễn Minh Huy | |
| **Date:** | | 21/09/2015 | | **Time:** | | 20:00 PM – 21:00 PM | |
| **Venue:** | | FPT University | | | | | |
| **Topic of meeting:** | | Weekly Project Meeting | | | | | |
| **Attendees:** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | | **Position** | | **Attendance** |
| 2 | Lưu Ngọc Mạnh | | JS | | PM | | Present |
| 3 | Vũ Công Chính | | JS | | Team Member | | Present |
| 4 | Nguyễn Minh Huy | | JS | | Team Member | | Present |
| 5 | Dương Đức Anh | | JS | | Team Member | | Present |
| 6 | Cao Thị Phương Mai | | JS | | Team Member | | Present |
| 7 | Vũ Ngọc Trung | | JS | | Team Member | | Present |
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# Objectives

1. Review report 1 and plan for report 2

# Agenda

1. Review report 1
2. Plan for report 2

# Contents

1. Review schedule:
   * Define checklist:

* table contents
* save files: xlsx, docx
* table caption

1. Plan for report 2:
   * Split team to 2 teams:

* Use case
* Database

# Conclusion

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| --- | --- |
| **Discussed Items** | **Decisions** |
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