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| |  |  | | --- | --- | | **daihoc** | meeting minuteS | |  |  | | | | | | | | |
| **Project:** | | First Aid | | **Project Code:** | | FA | |
| **Project Manager:** | | Đàm Huy Hùng | | **Conductor:** | | Nguyễn Văn Sang | |
| **Secretary:** | | Nguyễn Tiến Dũng | |
| **Date:** | | 12/09/2016 | | **Time:** | | 7:00 PM – 9:30 PM | |
| **Venue:** | | FPT University | | | | | |
| **Topic of meeting:** | | Weekly Project Meeting | | | | | |
| **Attendees:** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | | **Position** | | **Attendance** |
| 1 | Đàm Huy Hùng | | JS | | PM | | Present |
| 2 | Nguyễn Tiến Dũng | | JS | | Team Member | | Present |
| 3 | Nguyễn Phúc An | | JS | | Team Member | | Present |
| 4 | Mai Trung Kiên | | JS | | Team Member | | Present |
| 5 | Nguyễn Duy Anh | | JS | | Team Member | | Present |
|  |  | |  | |  | |  |

# Objectives

1. Review schedule of project and documents of introduction.

# Agenda

1. Review task about information of health facilities, content to exchange with health facilities, survey
2. Discuss about the activities of group, the existing problems
3. Orientation to work efficiently, best results

# Contents

1. Review task about information of health facilities, content to exchange with health facilities, survey:
2. Information of health facilities:
   * Have 3 health facilities: Cục y tế dự phòng, Hội chữ thập đỏ Hà Nội, Hội chữ thập đỏ Việt Nam.
   * Decided to contact all of 3 health facilities: Email
3. Content to exchange with health facilities:
   * Complete content to exchange with health facilities
4. Survey:
   * Complete survey’s form.
5. Discuss about the activities of group, the existing problems:
   * Consensus on the work of each member
   * Consensus on schedule
6. Orientation to work efficiently, best results:
   * Always discuss and review before making the final result
   * Complete work on deadline
   * Always share the difficulties encountered with the group to find a solution

# Conclusion

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