Supervisor Meeting 1|MINUTES

Meeting date | time 11/5/2016 3:00 PM | Meeting location Room 401, Innovation Building

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| |  |  | | --- | --- | | Meeting called by | Nguyễn Đức Lợi (Supervisor) | | Type of meeting | Kick off meeting to Capstone Project | | Note taker | Phan Thành Sang | | Timekeeper | Phạm Hoàng Chinh  Lê Văn Pháp | | |  | | --- | | Nguyễn Đức Lợi(Supervisor)  Phan Thành Sang |   Phạm Hoàng Chinh  Lê Văn Pháp |

# Agenda topics

Time allotted | 45 minute | Agenda topic Introduction to Capstone Project | Presenter Phan Thanh Sang

| Action items | Person responsible |
| --- | --- |
| Capstone Project Goal | Phan Thành Sang |
| Agreement between team member while working together | Phan Thành Sang |
| Describe Capstone Project Overview | Phan Thành Sang |

**Discussion**: None

**Conclusion**:

* Agreement approved.
* Project Overview approved.

**Observers**: Nguyễn Đức Lợi (Supervisor)

**Special notes**: On the next meeting, supervisor Nguyễn Đức Lợi request:

* Report 1.
* Work division and team member responsibility.