**1/ GENERAL INFORMATION**

**Time:** 3/9/2021 from 20:00 -> 21:30

**Purpose:** Technology review, meeting routine and assign task 1

**Meeting Leader:** Nguyễn Hoàng Lâm

**Prepared by:** Lý Thanh Bách

**Attendance:**

|  |  |
| --- | --- |
| Name | ID |
| Lý Thanh Bách | 1910038 |
| Nguyễn Hoàng Lâm | 1910298 |
| Nguyễn Thành Đạt | 1910113 |
| Tô Hòa | 1910198 |
| Trương Vĩnh Phước | 1910473 |
| Ngô Lê Quốc Dũng | 1910101 |

**2. MEETING NOTES, DECISIONS, ISSUES**

Review members’ report of the last week, mostly about technology.

Discuss about working style of team, the meetings arrangement and length of meetings: Thursday every week at 9pm.

Choose a team leader for the first 3 task: Lâm. Choose 2 team leader for two sub team (backend: Dũng and frontend: Đạt) for task 4 and 5.

Discuss requirements of Task 1.

**3. ACTION ITEMS**

|  |  |  |
| --- | --- | --- |
| Member | Task | Due date |
| All members | Brain storm and complete a personal report for task 1. These reports will be discussed at next meeting | 9/9/2021 |