

## SCHEDULE OF THE MEETING

1. Meeting date: October 28th, 2023  
Estimated time: from 9:45 a.m. - 12:18 p.m.
2. Location: Classroom D202 (Area D) - Danang University of Economics
3. Participants:
  - . Reporting groups include: Cin, Appendicitis, Mabu, Blue Ribbon.
  - . Team leader - ABC
  - . Receptionist Group - SevenTeen
  - . Logistics Staff - MB

Time	Group in charge	Contents	Note
9:45	Receptionist group (SevenTeen)	Greet participants	Before the meeting, the SevenTeen will stand and greet guests at the door, invite the reporting groups to their assigned seats.
10:00 - 10:10	Team leader (ABC)	State the purpose of the meeting and declare the meeting open.	The ABC will send a representative to give opening remarks about the reason for holding the meeting and announce the list and the order of reporting groups: 1. Cin 2. Appendicitis 3. Mabu 3. Blue Ribbon
10:10 - 10:22	Reporting group 1 (Cin)	Present the report	+ After 12 minutes, the reviewing group asks 2 questions for the reporting group to answer (discussion time is 10 minutes). + ABC summarizes main points and introduces the next reporting group after each reporting session finishes.
10:22 - 10:32	Reviewing group 1 (Appendicitis)	Ask the reporting group questions	+ SevenTeen collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.
10:32 - 10:37	Team leader (ABC)	Summarize main points and introduce next group	

10:37 - 10:49	Reporting group 2 (Appendicitis)	Present the report	Total is 30 minutes.
10:49 - 10:59	Reviewing group 2 (Mabu)	Ask the reporting group questions	
10:59 - 11:04	Team leader (ABC)	Summarize main points and announce 5-minute break	
11:04 - 11:09		5-minute break	
11:00 - 11:05	Team leader (ABC)	Introduce the next group reporting	+ After 12 minutes, the Blue Ribbon asks 2 questions for Mabu to answer (discussion time is 10 minutes). + ABC summarizes main points and introduces the next reporting group after each reporting session finishes. + SevenTeen collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups. Total is 30 minutes.
11:05 . 11:13	Reporting report 3 (Mabu)	Present the report	
11:13 - 11:25	Reviewing group 3 (Blue Ribbon)	Ask the reporting group questions	
11:19 - 11:30	Team leader (ABC)	Summarize main points and introduce next group	

11:21	Reporting report	Present the report	+After 12 minutes, the Cin asks 2 questions for the Blue Ribbon to answer (discussion time is 10 minutes).
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11:33	(Blue Ribbon)		+ ABC summarizes main points and introduces the next reporting group after each reporting session finishes.
11:33	Reviewing group	Ask the reporting group questions	+ SevenTeercollects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.
-	4		Total is 30 minutes.
11:45	(Cin)		

11:45	Team leader	Summarize the	After the groups have finished
-	(ABC)	proposal of each	reporting, theABC remarks on each
12:00		reporting group and	group's presentation and makes a
		choose the best one	decision on which proposal to
			choose.
12:00	Team leader	Close the meeting	ABC expresses their thanks and
-	(ABC)		declares the meeting closed
12:10			

Hope the meeting goes well!