

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, SEVENTEEN WILL STAND AND GREET GUESTS AT THE DOOR, INVITE THE REPORTING GROUP TO THEIR ASSIGNED SEATS.
10:00	TEAM LEADER (ABC)	STATE THE PURPOSE OF THE MEETING AND TO GIVE OPENING REMARKS ABOUT THE MEETING	ABC WILL SEND A REPRESENTATIVE TO GIVE OPENING REMARKS ABOUT THE MEETING
10:10		DECLARE THE MEETING OPEN.	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	REPORTING GROUP 1 (CIN)	PRESERVE THE REPORT	AFTER 12 MINUTES, THE REPORTING GROUP ASKS QUESTIONS FOR THE REVIEWING GROUP ANSWER (DISCUSSION TIME IS 10 MINUTES).
10:22	REVIEWING GROUP 1 (APPENDICITIS)	ASK THE REPORTING GROUP QUESTIONS	+ ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.
10:32	TEAM LEADER (ABC)	SUMMARIZE MAIN POINTS AND INTRODUCE NEXT GROUP	+ SEVENTEEN COLLECTS THE GROUP EVALUATION SHEET OF THE REVIEWING GROUP AND INDIVIDUAL SHEET OF EACH MEMBER OF THE LISTENING GROUPS.

10:37 REPORTING GROUP PRESENT THE REPORT TOTAL IS 30 MINUTES.
- 2
10:49 (APPENDICITIS)

10:49 REVIEWING GROUP ASK THE REPORTING
- 2 GROUP QUESTIONS
10:59 (MABU)

10:59 TEAM LEADER SUMMARIZE MAIN
- (ABC) POINTS AND ANNOUNCE
11:04 5-MINUTE BREAK

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11:09

11:00 TEAM LEADER INTRODUCE THE NEXT AFTER 12 MINUTES STOP
- (ABC) GROUP REPORTING BLUE RIBBON ASKS
11:05 QUESTION FOR MABUTO ANSWER
(DISCUSSION TIME IS 10 MINUTES).

+ ABC SUMMARIZES MAIN POINTS AND
INTRODUCES THE NEXT REPORTING GROUP
11:05 REPORTING GROUP PRESENT THE REPORT AFTER EACH REPORTING SESSION
3 FINISHES.
(MABU) + SEVENTEEN COLLECTS THE GROUP
EVALUATION SHEET OF THE REVIEWING

11:13 GROUP AND INDIVIDUAL SHEET OF EACH
MEMBER OF THE LISTENING GROUPS.

11:13 REVIEWING GROUP ASK THE REPORTING
- 3 GROUP QUESTIONS TOTAL IS 30 MINUTES.
11:25 (BLUE RIBBON)

11:19 TEAM LEADER SUMMARIZE MAIN
- (ABC) POINTS AND INTRODUCE
11:30 NEXT GROUP

11:21	REPORTING REPORTER	PRESENT THE REPORT AFTER 12 MINUTES	SINCE TASKS 2
-	4		QUESTIONS FOR THE RIBBON
11:33	(BLUE RIBBON)		ANSWER (DISCUSSION TIME IS 10 MINUTES).
			+ ABC SUMMARIZES MAIN POINTS AND INTRODUCES THE NEXT REPORTING GROUP AFTER EACH REPORTING SESSION FINISHES.
11:33	REVIEWING GROUP	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.
-	4		TOTAL IS 30 MINUTES.
11:45	(CIN)		

11:45	TEAM LEADER	SUMMARIZE THE	AFTER THE GROUPS HAVE FINISHED
-	(ABC)	PROPOSAL OF EACH REPORTING GROUP	REMARKS ON EACH
12:00		REPORTING GROUP	REPORT'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!