

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 <i>SevenTeen</i> 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 <i>ABC</i> 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 <i>reviewing group</i> asks 2 questions for the reporting group to answer (discussion time is 10 minutes). + <i>ABC</i> summarizes main points and introduces the next reporting group after each reporting session finishes. + <i>SevenTeen</i> collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.
10:22 - 10:32	Reviewing group 1 (Appendicitis)	Ask the reporting group questions	
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 - 11:33	Reporting report 4 (Blue Ribbon)	Present the report	+After 12 minutes, the Cin asks 2 questions for the Blue Ribbon to answer (discussion time is 10 minutes). + ABC summarizes main points and introduces the next reporting group after each reporting session finishes.
11:33 - 11:45	Reviewing group 4 (Cin)	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. Total is 30 minutes.
11:45 - 12:00	Team leader (ABC)	Summarize the proposal of each reporting group and choose the best one	After the groups have finished reporting, the ABC remarks on each group's presentation and makes a decision on which proposal to choose.
12:00 - 12:10	Team leader (ABC)	Close the meeting	ABC expresses their thanks and declares the meeting closed

Hope the meeting goes well!