**SCHEDULE OF THE MEETING**

***MEETING DATE:*** OCTOBER 28TH, 2023

***ESTIMATED TIME:*** FROM 9:45 A.M. - 12:18 P.M.

***LOCATION:*** CLASSROOM D202 (AREA D) - DANANG UNIVERSITY OF ECONOMICS

***PARTICIPANTS:***

REPORTING GROUPS INCLUDE: CIN, APPENDICITIS, MABU, BLUE RIBBON.

TEAM LEADER - ABC

RECEPTIONIST GROUP - SEVENTEEN

LOGISTICS STAFF - MB

***HOPE THE MEETING GOES WELL!***

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| --- | --- | --- | --- |
| **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.  + ***SevenTeen*** collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.  **Total is 30 minutes.** |
| **10:22**  **-**  **10:32** | Reviewing group 1  **(Appendicitis)** | Ask the reporting group questions | + 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.  + ***SevenTeen*** collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.  **Total is 30 minutes.** |
| **10:32**  **-**  **10:37** | Team leader  **(ABC)** | Summarize main points and introduce next group | + 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.  + ***SevenTeen*** collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.  **Total is 30 minutes.** |
| **10:37**  **-**  **10:49** | Reporting group 2  **(Appendicitis)** | 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.  + ***SevenTeen*** collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.  **Total is 30 minutes.** |
| **10:49**  **-**  **10:59** | Reviewing group 2  **(Mabu)** | Ask the reporting group questions | + 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.  + ***SevenTeen*** collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.  **Total is 30 minutes.** |
| **10:59**  **-**  **11:04** | Team leader  **(ABC)** | Summarize main points and announce 5-minute break | + 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.  + ***SevenTeen*** collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.  **Total is 30 minutes.** |
| **11:04**  **-**  **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 | **+** 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.** |
| **11:13**  **-**  **11:25** | Reviewing group 3  **(Blue Ribbon)** | Ask the reporting group questions | **+** 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.** |
| **11:19**  **-**  **11:30** | Team leader  **(ABC)** | Summarize main points and introduce next group | **+** 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.** |
| **11:21**  **-**  **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.  + **SevenTeen** collects the group evaluation sheet of the reviewing group and individual sheet of each member of the listening groups.  **Total is 30 minutes.** |
| **11:33**  **-**  **11:45** | Reviewing group 4  **(Cin)** | Ask the reporting group questions | +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.  + **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 |