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**VIETNAM MARITIME UNIVERSITY
MARE PROJECT MANAGEMENT
BOARD**

SOCIALIST REPUBLIC OF VIETNAM
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MEETING MINUTES

E-book compilation under MARE Project

Today, at 8:00 am on February 18, 2023

At Room 3.2, Building A1, Vietnam Maritime University, 484 Lach Tray, Canal Duong, Le Chan, Hai Phong.

The meeting took place with the content: Compiling E-book under MARE Project.

I. Participants:

TT	Name	Affiliation	Membership Code
1	Le Thi Kim Thoa	University of Natural Resources and Environment Ho Chi Minh City HCM (HCMUNRE)	P05
2	Tran Thi Kim	HCMUNRE	P05
3	Phung Thi My Diem	HCMUNRE	P05
4	Tran The Nam	Vietnam Maritime University (VMU)	P06
5	Dinh Thi Thuy Hang	VMU	P06
6	Tran Duc Phu	VMU	P06
7	Hoang Thi Khanh Huyen	VMU	P06
8	Nguyen Thi Khanh Linh	VMU	P06
9	Bui Thi Thanh Loan	VMU	P06
10	Le Anh Tuan	Can Tho University (CTU)	P07
11	Nguyen Dinh Giang Nam	CTU	P07
12	Le Nhu Y	CTU	P07
13	Phan Thi Thuy Duy	CTU	P07
14	Ho Thi Yen Thu	Center for Marine Life Conservation and Community Development (MCD)	P08
15	Ngo Thi Ngoc	MCD	P08
16	Hoang Nguyen Giap	MCD	P08
17	Phan Minh Thu	Institute of Oceanography (VNIO)	P09

II. Contents of the meeting

At the beginning of the meeting, Dr. Mr. Tran The Nam – Vietnam Maritime University delivered the opening speech of the meeting, introducing the reasons and participants of the participants. Mr. Tran The Nam emphasized that the goal of this meeting is to discuss and comment on the contents of e-books, unify documents for e-book compilation, and coordinate among members involved in compiling e-books.

Before handing over the main contents of the meeting, Dr. Le Thi Kim Thoa, HCMUNRE presented the assignment of tasks of each member in the previous agreed meetings.

Next, members of the e-book compilation committee took turns presenting the content that the drafting team had studied and edited based on the content of the previous December 2022 meeting.

Representatives of MARE members participating in compiling the ebook gave brief summary and discussed the achieved contents.



Figure 1. Ms. Ho Thi Yen Thu (MCD) reporting chapter 2 of the e-book



Figure 2. Mr. Phan Minh Thu (VNIO) reporting chapter 3 of the e-book



Figure 3. Mr. Le Anh Tuan (CTU) reporting chapter 4 of the e-book



Figure 4. Ms. Tran Thi Kim (HCMUNRE) reporting chapter 5 of the e-book



Figure 5. Ms. Dinh Thi Thuy Hang (VMU) reporting chapter 6 of the e-book

After the presentation of the e-book drafting team, Dr. Tran The Nam moderated the discussion content, raised questions for participants to debate and comment on the outline as well as the content of the e-book.

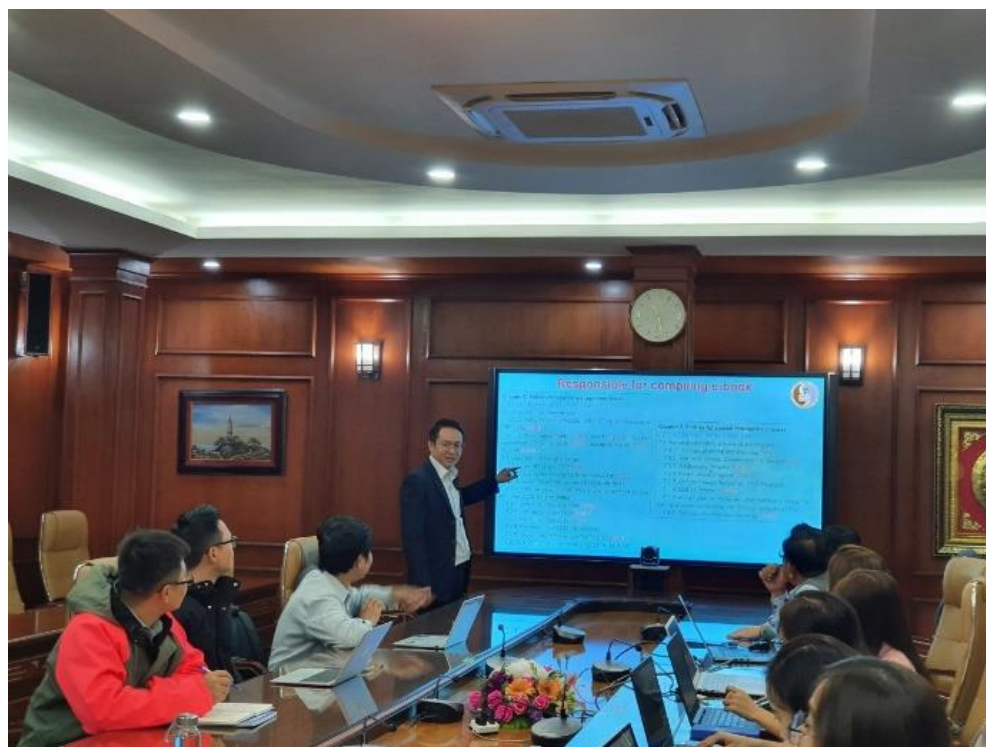


Figure 6. Discussion among delegates attending the meeting



Figure 7. Group photo of delegates attending the meeting



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III. Conclusion of the meeting

After the presentation of the contents in the ebook by each member representative, all participants discussed and agreed on the following opinions:

- The adjustments proposed in the previous meeting were taken into account and implemented by members.
- The content of chapters and sections has been rearranged reasonably, avoiding duplication.
- Figures used in the e-book have been updated and consistent.
- The references for e-book drafting have been agreed and shared among member units.

The meeting ended at 18:00 on February 18, 2023, the content of the meeting was approved by the attending members.