

ETHICS UNIT MEETING OCTOBER 29, 2024

MEETING MINUTES

1. Attendance

Chair: Tran Thi Lan Huong – Director, Human Resources

Secretary: Phan Xuan Phuong – Senior Officer, Human Resources

Attended

Absent with apologies

1. Pham Thanh Thuy – Manager, Human Resources
2. Nguyen Thi Minh Thu – Manager, Human Resources
3. Nguyen Dieu Trang – Associate Manager, Human Resources
4. Nguyen Thi Minh Loan – Senior Officer, Human Resources
5. Tran Phuong Thuy – Officer, Human Resources

2. Meeting minute and action points

	<i>*Passed</i>
	<i>*Follow-up actions needed</i>
	<i>*Did not pass</i>

No.	Agenda item	Decision	Discussion	Action Required
1	Welcome & confirmation of minutes from previous meeting		- The Chair confirms the minutes from the previous Senate meeting with all members. The minutes were sent to all members for review and have been signed by the Chair. No question/comment was raised regarding the minutes.	
2	Review previous action points		- Ms. Huong will distribute the invitation for the user feedback survey. - Phuong will gather and summarize the feedback, then present it to the Unit at the upcoming meeting.	

No.	Agenda item	Decision	Discussion	Action Required
3	<i>Highlight report from Meetings</i>		The HR Portal received a rating of 4.5 out of 5, along with comments such as: • 'The portal is so far so good' • 'Super convenient' • 'Excellent' • 'It would be better to integrate AI and a chatbot to help users get immediate answers to common questions' The Unit members agreed to note the AI chatbot suggestion and consider it in the future when resources are available.	

On behalf of Ethics Unit

Tran Thi Lan Huong
Chair of Ethics Unit
British University Vietnam