Meeting Minutes –Group 1

**Meeting No:** 1

**Location:** Room 111

**Date:** 30 November 2015

**Time:** 45 minutes

**Reporter**: Nguyễn Trung Nam

## Attendance

1. Kiều Trọng Khánh
2. Huỳnh Quang Thảo
3. Trần Thanh Ngoan
4. Nguyễn Trung Nam
5. Ngô Tiến Đạt

## Action Items

1. **Document**

* Complete whole report
* Print to summit.

|  |  |  |  |
| --- | --- | --- | --- |
| Owner | Item | Deadline | Status |
| Thảo | Review | Wednesday | In progress |
| Ngoan | Do report | Wednesday | In progress |
| Nam | Do report | Wednesday | In progress |
| Đạt | Do report | Wednesday | In progress |

**Other Notes:**