Group Members:	Meeting Date:	Meeting Topic/Objectives:
1. Nguyen Ton Hoang. 2. Le Vinh Khang. 3. Le Ngoc Quynh Nhu. 4. Le Trong Huy.	6 Sep. 18 Start time: 1:50 PM End time: 2:33 PM	Review the progress and assign task for members

Present at Meeting:

Le Vinh Khang, Nguyen Ton Hoang, Le Ngoc Quynh Nhu, Le Trong Huy.

Absent:

None.

Actions from the previous meeting:

- Select a company.
- Determine a new IT service.
- Create a repository on Github to store documents such as Minutes of Meeting.
- Assigning tasks for group members:
  - Existing IT service scoping.
  - Description of a new IT service.
  - Define the key elements for the new IT services.

Actions from this meeting:

- Review and fix the current assignment:
  - Review company choice.
  - Review the description of the new service.
  - Review key elements.
- Assign tasks:
  - Research and complete the DART model.
  - Suggest relevant customer, supplier and encounter processes.