

<u>Group Members:</u> <ol style="list-style-type: none"> <li>1. Nguyen Ton Hoang.</li> <li>2. Le Vinh Khang.</li> <li>3. Le Ngoc Quynh Nhu.</li> <li>4. Le Trong Huy.</li> </ol>	<u>Meeting Date:</u>  29 Aug. 18  <u>Start time:</u>  10:00 AM  <u>End time:</u>  11:00 AM	<u>Meeting Topic/Objectives:</u>  Determine a new IT service.
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Present at Meeting:

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

Absent:

None.

### **Actions from this 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.