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| **Name (in Korean)** |  | **Week (Date)** |  |
| **Student ID** |  | **Group** |  |
| **1. Summary of your work in this week** | | | |
|  | | | |
| **2. Your contribution to team** | | | |
|  | | | |
| **3. Teammate’s contribution (Who and What)** | | | |
|  | | | |
| **4. Meeting minute** | | | |
| **Date:**  **Attendee:** | | | |