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| **Week No** |  |
| **Date** |  |
| **Time** |  |
| **Location** |  |
| **Prepared By** |  |

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| **Attendees** | |  |  | | --- | --- | | 1712424 | Junjie Zhao “John” | | 1753001 | Kalpana Parvathaneni | | 1753100 | Sai Dheeraj Reddy Pallavolu | | 1775906 | Yuedong Wang “Nick” | | 1789022 | Sharon Khate Damaso | | 1700592 | Xuankai Feng “Kina” | | 1733805 | Ying Wang “Arnold” | |  |  | |

1. **Meeting Objectives**
2. **Action Items**

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| **#** | **Description** | **Owner** | **Status** |
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| **Week No** |  |
| **Date** |  |
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| **Attendees** | |  |  | | --- | --- | | 1712424 | Junjie Zhao “John” | | 1753001 | Kalpana Parvathaneni | | 1753100 | Sai Dheeraj Reddy Pallavolu | | 1775906 | Yuedong Wang “Nick” | | 1789022 | Sharon Khate Damaso | | 1700592 | Xuankai Feng “Kina” | | 1733805 | Ying Wang “Arnold” | |  |  | |

1. **Meeting Objectives**
2. **Action Items**

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| **#** | **Description** | **Owner** | **Status** |
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