PROJECT TITLE

Team number

Student Name

# Common part

## Team members

Student 1

Student 2

Student 3

Student 4

## Code of Conduct

This Code of Conduct establishes guidelines for behaviour and collaboration among members of the [Project Name] group. We aim to create a respectful, inclusive, and productive environment for all participants.

Please continue from here.

## Summary of the project and objectives

This project…

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# 2024-10-04 First meeting

Present: Name1, Name2, Name3

Apologies: Name4

Location and time: … at …

Author of minutes: Name 2

Content goes here

### References

### Actions

### Deadlines

# 2024-10-05 Second meeting

Present: Name1, Name2, Name3

Apologies: Name4

Location and time: … at …

Author of minutes: Name 2

Content goes here

### References

### Actions

### Deadlines