

# [Template] Week X Group Meeting Minutes

## Date

01 Jan 2024 (Week X)

## Time

00:00 am - 00:00 pm

## Attendees

- Chun Ho Chan
- Yuting Hou
- Doyle Justin Blacklock
- Simon Ian Mccabe
- Eunhak Kim

## Type

In-person TA meeting at xxx / video conference Group meeting on xxx

## 1) Topics Discussed

- Discussed... 1
- Discussed... 2

## 2) Decisions Made

- We will... 1
- We will... 2

## 3) Tasks Assigned

- ☒ All: Do... 1
- ☒ All: Do... 2