# Meeting Minutes

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| SMP | |
| **Date/Time:** | May 15, 2019 |
| **Type:** | Client |
| **Minute Taker**: | Oliver Jang |
| **Attendees:** |  |
| **Regrets:** | Reese Williams, Harman Minhas, Oliver Jang, John Hoang, Henry Jiang |

## Notes:

* No client meeting was held this week as our client would rather have us focused on completing our outstanding work
* This was decided with our client through messagess

## Action Items:

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| **Owner** | **Description** | **Completion Date** | **Status** |
|  |  |  |  |