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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (MM/DD/YYYY) |  | **Time:** |  |
| **Meeting Facilitator:** |  | **Location:** | AUT University |

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| **Attendees** | **Present** | **Not present (reason)** |
| Vinicius Alves |  |  |
| Hayley Cleverdon |  |  |
| Karanjit Gahunia |  |  |
| Seung-Kyu Jin |  |  |
| Alex Lu |  |  |

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| **Deadlines** |  |  |
| **Action Item** | **Assigned To** | **Completed** |
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| **Meeting Objective** | **Completed** | **New due date:** | **Responsible:** |
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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |
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| **Details\Points Made\Summary** |