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| --- |
| **Project Name** **Meeting Minutes** |

# **Weekly Scrum Meeting Minutes**

# **Meeting No: 1 Week 1 Meeting 1**

## 

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| **Date:** | //2017 |
| **Venue:** | RMIT Building No. |
| **Attendees:** | Spencer Porteous, Anesu Chiodze, Jarod Wright, Russell Menezes |
| **Apologies:** | - |
| **Copy To:** | - |

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| **No.** | **Date** | **Discussion/Issue** | **Action/Person – Optional Due Date** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |

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Note: All minutes need to be uploaded to our github in docx form