**MEETING MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | COMP2511 | **Date** |  |
| **Scribe** | Cyrus | **Start Time**  **End Time** |  |
| **Location** | Teams | | |
| **Attendees** |  | | |

|  |  |  |
| --- | --- | --- |
| **AGENDA** | | |
| **No** | **Topic** | **Highlights** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

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| **NOTES** | |
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| **ACTIONABLES** | | | |
| **No** | **Item** | **Person in Charge (PIC)** | **Target Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

|  |  |
| --- | --- |
| **NEXT MEETING** | |
| **Date** |  |
| **Topic** |  |