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| Team Meeting | 9th March 20203:30pm-4:30pmZOOM: 250922286 |

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| Type of meeting: | Second Team Meeting |
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| Attendees: | Xuefeng Chen  Chuanxi Fu  Shang Gao  Chang Liu  Austen McClernon  Yiyang XU |

# Minutes

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| Agenda item: | Discuss project requirement and assessment | Presenter: | Austen McClernon |

#### Discussion:

* Get to know each other
* General discussion about project requirement and time schedule
* Weekly online meeting on Monday afternoon 3:30pm

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Arrange first client meeting | All team members | 12th March 2020 |